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URGENCY INDEX

(Stephen Covey's "First Things First")

Provide the number which most closely represents your normal behavior or attitudes regarding the statements below.

0 = never	1 = seldom	2 = sometimes	3 = often	4 = always	
1. I seem to do my best work	when I am under pr	ressure.			
2. I blame the rush and presso time with myself.	ure of external thing	s on my failure to spend	d deep, introspe	ctive	
3. I am frustrated by the slow	mess of people and	things around me; I hate	e to wait or stand	d in line.	
4. I feel guilty when I take tir	ne off work.				
5. I seem to be rushing betwe	en places and event	s.			
6. I find myself pushing peop	ole away so I can fin	ish a project.			
7. I feel anxious when I am o	ut of touch with the	office for more than a f	few minutes.		
8. I am preoccupied with one	thing when I'm doi	ng something else.			
9. I am at my best when I am	handling a crisis sit	uation.			
10. The adrenaline rush from accomplishment of long-t		more satisfying to me	than the steady		
11. I give up quality time wit	h important people	in my life to handle cris	ses.		
12. I assume people will natu order to handle a crisis.	rally understand if I	have to disappoint ther	m or let things g	jo in	
13. I rely on solving a crisis t	o give my day a sen	se of meaning and purp	pose.		
14. I eat lunch or other meals	while I work.				
15. I keep thinking that some	day I will be able to	do what I really want to	o do.		
 A huge stack in my "out" productive. 	basket at the end of	f the day makes me feel	like I have real	ly been	

TOTAL SCORE

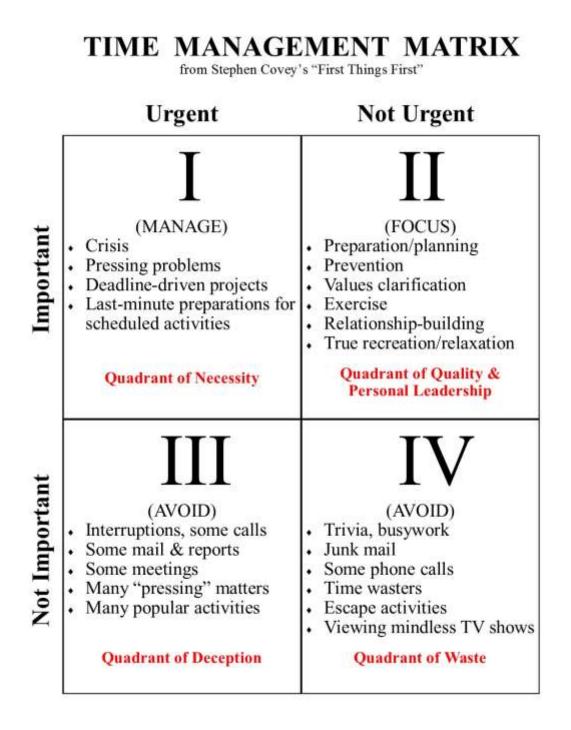


URGENCY INDEX SCORE

- 0-25 Low urgency mindset
- 26-45 Strong urgency mindset
- 46+ Urgency addiction (do-do life)

Every time you say "yes" to someone or something, you are saying "no" to someone or something else.

Ask yourself: "Why am I doing what I'm doing right now?" Familiarize yourself with this Time Management Matrix, which will help you identify ways you can make conscious choices about what you say "yes" to and what you say "no" to.



Are you ready to gain control over your runaway train and focus on what's most important to you? Here's an exercise that will help:

- 1. Review your activities and list them under the appropriate quadrants below.
- **2.** Identify which activities in Q3 and Q4 you will say no to and which activities in Q2 you plan to add to your weekly schedule.
- 3. Schedule these activities into your calendar for the coming week!

TIME MANAGEMENT MATRIX

from Stephen Covey's books: The Seven Habits of Highly Effective People and First Things First

	Urgent	Not Urgent		
	Ι	II		
Important	(MANAGE)	(FOCUS)		
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership		
	III	IV		
ant	(AVOID)	(AVOID)		
orts		•		
д Б	•	1.0		
Not Important				
3	Quadrant of Deception	Quadrant of Waste		