



## Look at life through a Matrix

Adapted from pages 156-177 " *The Happiness Handbook: Strategies for a Happy Life*"

By Dr Timothy Sharp (2007): Finch Publishing

	Urgent	Not Urgent
Important	<p><b>QUADRANT I</b></p> <ul style="list-style-type: none"> <li>▪ Crises</li> <li>▪ Pressing Problems</li> <li>▪ Deadline-driven projects, meetings, preparations</li> <li>▪ Health emergencies</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<p><b>QUADRANT II</b></p> <ul style="list-style-type: none"> <li>▪ Preparation</li> <li>▪ Prevention</li> <li>▪ Planning</li> <li>▪ Relationship Building</li> <li>▪ Creation and Recreation</li> <li>▪ Health</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>
Not Important	<p><b>QUADRANT III</b></p> <ul style="list-style-type: none"> <li>▪ Many interruptions, including some phone calls, emails, messages</li> <li>▪ Unnecessary meetings and unproductive work</li> <li>▪ Many errands</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<p><b>QUADRANT IV</b></p> <ul style="list-style-type: none"> <li>▪ True time-wasters</li> <li>▪ Excessive TV</li> <li>▪ Gossip</li> <li>▪ Mindless 'escapism'</li> <li>▪ Inappropriate or excessive eating and drinking</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>

Happiness depends to a large extent on learning to  
 Control what you can control,  
 Accept what you can't control,  
 And being wise enough to know the difference