




# Time Matrix

Sometimes, one long to-do list can be overwhelming. Use this chart to plot out the things you need to get done over the next week.

 <h3>Urgent &amp; Important</h3> <p>Important things you just can't put off (like that project due tomorrow). However, spending too much time here will lead to stress and burn out.</p>	 <h3>Not Urgent, But Important</h3> <p>Things that will help you achieve your goals, but require you to plan ahead (like researching summer internship options). This is where you should spend most of your time!</p>
 <h3>Urgent, But Not Important</h3> <p>Things that "come up" and distract from our actual goals (like a last-minute request). Spending too much time here leads to a very short-term focus with continual crisis management.</p>	 <h3>Not Urgent &amp; Not Important</h3> <p>Things that really just waste your time and don't bring you joy (like mindless scrolling).</p>