

The Achiever Matrix Worksheet

We live in a time-pressured world where urgency and distraction impede our achievements. By separating our tasks into these four quadrants, we can better manage our time and responsibilities

Based on the Time Management Grid by Stephen Covey

	URGENT	NOT URGENT
IMPORTANT	1. The quadrant of urgency <ul style="list-style-type: none"> • Client crises • Job re-prioritisation • Conflicting priorities • Compliance-driven deadlines • Cashflow management • Unanticipated clients • 'Reverse' delegation • Urgent rework 	2. The quadrant of quality <ul style="list-style-type: none"> • Strategic & business planning • Organisational & process improvement • Resource planning • Core values alignment • Relationship building • Clients' needs analysis • Existing client expansion • Skills development & reinvention
NOT IMPORTANT	3. The quadrant of deception <ul style="list-style-type: none"> • Delegable administration • Outsourceable tasks • Client portfolios that should be delegated 	4. The quadrant of waste <ul style="list-style-type: none"> • Low value distractions • 'D' clients • Meetings with no purpose • Rework

After reviewing the above matrix, fill out the below matrix with your tasks currently in each quadrant



Current Achiever Matrix

	URGENT	NOT URGENT
IMPORTANT	1. The quadrant of urgency	2. The quadrant of quality
NOT IMPORTANT	3. The quadrant of deception	4. The quadrant of waste



When we spend a lot of time working on urgent Q1 activities, we tend to operate less efficiently, picking up and putting down tasks and dealing with crises that could have been avoided with better planning and forethought

The aim is to spend as much time as possible in Q2:

- This is where planning and innovation occurs, where we can spend time working on the business rather than just in it
- It enables us to build better relationships, develop effective systems and processes, see delegation opportunities and prevent costly rework.

1. **What tasks are listed in Q1: The quadrant of urgency that should be managed more effectively from Q2**
2. **Are there any tasks missing from Q2: The quadrant of quality? E.g. planning and preparation, skills development, etc.**
3. **Which tasks from Q3: The quadrant of delegation can be delegated to others? Identify who you'll delegate each task to**
4. **Which tasks from Q3: The quadrant of waste can you give up completely?**

Now that you've considered your current matrix and identified how you could work more effectively and efficiently in Q2 and minimise the time spent in the other quadrants, redesign your ideal future matrix below.



Future Achiever Matrix

	URGENT	NOT URGENT
IMPORTANT	1. The quadrant of urgency	2. The quadrant of quality
NOT IMPORTANT	3. The quadrant of deception	4. The quadrant of waste