**Rehearsal Break:**

**Time management, life balance and…the Matrix?**

Time is SUPER precious – being disciplined about your time management is simply an acknowledgement of just how much this is true!

Effective time management is needed…

…for productivity in our precious “open” time

…to assess life priorities in the context of the day to day

…for our mental and physical health

**…to maximize our TIME FOR CREATIVE THOUGHT/EXPRESSION!**

***“What is important is seldom urgent***

***and what is urgent is seldom important.”***

-Dwight D. Eisenhower

**The Eisenhower method/matrix/square:**

Evaluate items that land on your “to do” list based on their IMPORTANCE and URGENCY:

* Critical and Immediate
* Critical and Not Immediate
* Not Critical and Immediate
* Not Critical and Not Immediate

Selected software options that integrate the Eisenhower Matrix philosophy:

* Priority Matrix (multiple platforms; subscription costs vary)
* Eisenhower (app - 2.99)
* Eisenhower’s Notes! (Android app on Google play)
* Do Matrix (Ios app - 1.99)
* Quad (app - 1.99)
* Eisenhower matrix (Eisenhower.me; web only)
* TimeGT (online only)

