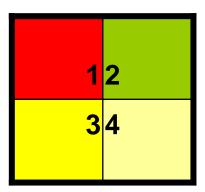
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Importance Urgency Mapping

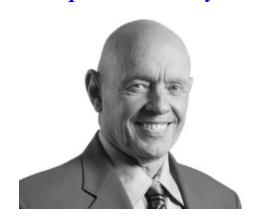


Managing **Deciding & Selecting Planning & Project Management* Pros and Cons PDPC** Risk Importance-Urgency Mapping RACI Matrix Stakeholder Analysis **Break-even Analysis RAID Logs FMEA** Cost Benefit Analysis **PEST** PERT/CPM **Activity Diagram** Force Field Analysis Fault Tree Analysis **SWOT Pugh Matrix** Project Charter Roadmaps Voting **Gantt Chart Decision Tree** Risk Assessment* TPN Analysis PDCA **Control Planning** Matrix Diagram Gap Analysis **OFD** Traffic Light Assessment Kaizen **Prioritization Matrix** Hoshin Kanri Kano Analysis How-How Diagram **KPIs** Lean Measures Paired Comparison Tree Diagram** Critical-to Tree Standard work **Identifying &** Capability Indices **OEE** Cause and Effect Matrix Pareto Analysis Simulation **TPM Implementing** RTY **MSA** Descriptive Statistics Confidence Intervals Understanding Mistake Proofing Solutions*** Cost of Quality **Cause & Effect** Probability Distributions ANOVA Pull Systems JIT Ergonomics Design of Experiments Work Balancing Reliability Analysis Graphical Analysis Hypothesis Testing Automation Regression Bottleneck Analysis Visual Management Scatter Plot Correlation **Understanding Run Charts** Multi-vari Charts Flow Performance 5 Whys Chi-Square Test 5S **Control Charts** Value Analysis Relationship Mapping* Benchmarking Fishbone Diagram **SMED** TRIZ*** Waste Analysis Sampling Focus groups Brainstorming Process Redesign Time Value Map Analogy **Interviews** SCAMPER*** IDEF0 Value Stream Mapping Nominal Group Technique Mind Mapping* **SIPOC** Photography **Check Sheets** Measles Charts Questionnaires Affinity Diagram Attribute Analysis Flow Process Chart Process Mapping Visioning **Flowcharting** Service Blueprints Lateral Thinking Data Critical Incident Technique Collection Creating Ideas** **Designing & Analyzing Processes Observations**

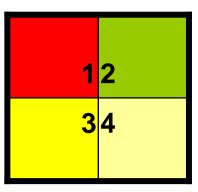
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- □ "We live in a time pressured world where it is common to have multiple overlapping commitments that all require immediate attention now."
- □ "How can one manage the flood of responsibilities, do excellent work and maintain a positive frame of mind?"

Stephen Covey

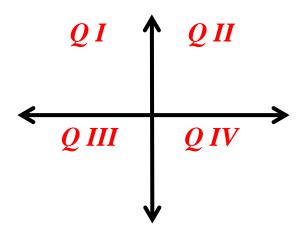


- □ An effective method of organizing priorities.
- ☐ It is a two-dimensional chart that is used to prioritize work activities as well as personal activities.
- All tasks can be evaluated in terms of importance and urgency.
- □ They are then placed in the appropriate quadrants of the importance urgency matrix.

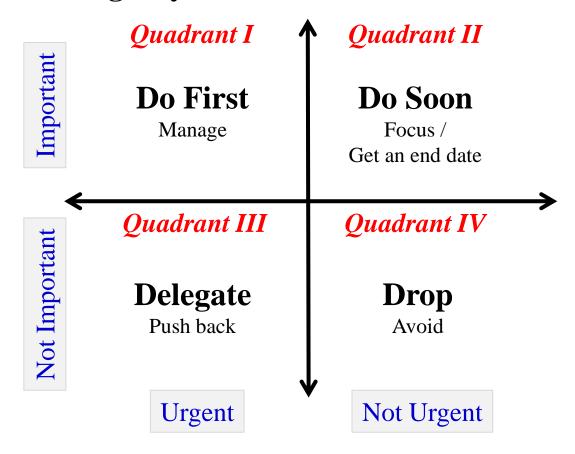


Importance Urgency Matrix:

- □ **Quadrant I** is for the important deadlines that require immediate attention.
- □ Quadrant II is for activities that are important and not urgent.
- □ Quadrant III is for activities that are not really important, but someone wants it now.
- □ **Quadrant IV** is for activities that are neither important nor urgent.

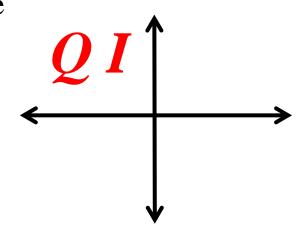


Importance/Urgency Matrix:



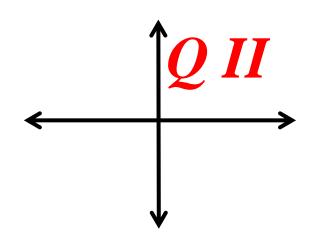
Quadrant I:

- □ Is for important and urgent matters.
- □ These are the necessity type activities that require immediate attention.
- □ A problem arises when activities become urgent due to procrastination or poor planning.
- ☐ It is recommended therefore to be proactive to avoid taking more time and resources resolving these issues.
- **Examples:** deadlines at work, medical emergencies, performing urgent repairs and paying urgent bills.



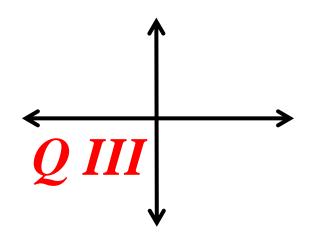
Quadrant II:

- □ Is the area that you should spend most of your time on.
- □ These often are planning, personal development and leadership driven activities.
- □ It is exceptionally important when it comes to personal growth.
- □ These activities are often under used.
- All people of great achievement such as athletes find time for this quadrant.
- ☐ Finding ways to expand these activities is a common outcome from using this Matrix.



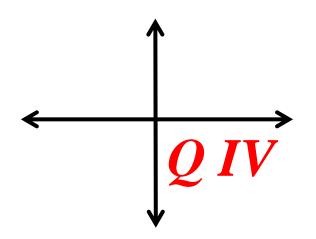
Quadrant III:

- Activities here are unimportant and are done with a sense of urgency.
- Most of these activities are draining and time consuming.
- Examples:
 - Most emails and some phone calls.
 - Frequent interruptions.
 - Unwanted conversations.
 - Agreeing to something when you can't say "no".
- ☐ Try to avoid, delegate, or at least don't get caught up with these activities.

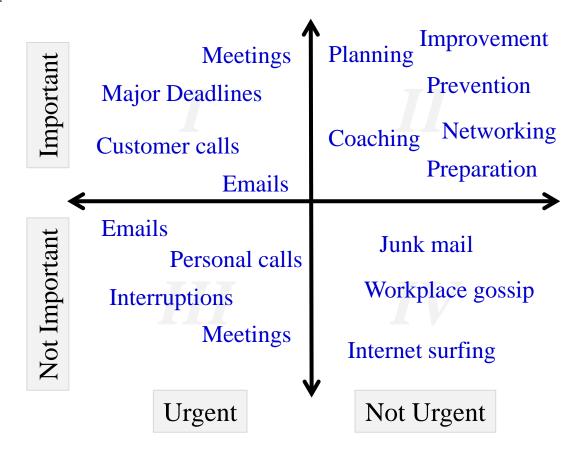


Quadrant IV:

- □ The area that most of us get caught up in.
- ☐ It is for those activities that are often used for taking a break from time pressured and important activities.
- □ For example, watching your favorite TV show can be a relief at the end of a long day.
- □ The key here is to limit how much time is spent in this quadrant.
- □ Otherwise, you lose control of your future and may decrease your chance for success.



Example – Professional Life:



Example – Personal Life:

