

The Urgency Addiction Quiz

Place an "X" in each category for level of Importance and Urgency.

Situation	Important	Not Important	Urgent	Not Urgent
Hot Issue or Crisis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unscheduled Phone Calls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trivia, Busywork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressing Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning / Execution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deadline-driven projects, meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Someone who stops you to talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time wasters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Let's see how well you did ...

Importance and Urgency Defined

If you take the two properties of an event and made a truth table, it would look like this:

- Important and Urgent
- Important, Not Urgent
- Not important, Urgent
- Not important, Not Urgent

- Category 1
- Category 2
- Category 3
- Category 4

The place to be!

Important and Urgent
 Category 1

- Hot issue or Crisis
- Pressing Problems
- Projects, Meetings preparations

Important, Not Urgent
 Category 2

- Prevention
- Planning / Execution
- Setting Expectations

Not Important, Urgent
 Category 3

- Unscheduled phone calls, Interruptions and meetings

Not important, Not Urgent
 Category 4

- Trivia, busywork
- Escape activities
- Time Wasters

Category 1 – Both Important and Urgent

This is where we manage, produce, and bring our experience / judgment to bear in responding to the needs and challenges of everyday life. But we also need to realize that many important activities become urgent through procrastination, or because we don't do enough prevention and planning.

Category 2 – Important but not Urgent

This is the Category of quality. Here is where we do our long-range planning, anticipate and prevent problems, empower others, broaden our minds and increase our skills through reading and continuous professional development, prepare for important meetings and presentations.

Increasing time spent in this Category increases our ability to do. Ignoring this Category feeds and enlarges Category 1, creating stress, burnout, and deeper Crisis for the person consumed by it.

Category 3 – Urgent but not Important

This is the Category of deception. The noise of urgency creates the illusion of importance. The actual activities, if they are important at all, are only important to someone else. We spend a lot of time in Category 3 meeting other people's priorities and expectations, thinking we are really in Category 1.

Category 4 – Neither Urgent nor Important

This is the Category of waste. We really shouldn't be there at all but we get so battle-scarred from being tossed around in Categories 1 and 3 that we often escape to Category 4 for survival.

Category 4 is not survival; it's deterioration.

In closing

Few of us realize how powerful the level of urgency affects our choices and quite honestly many of us get a temporary high from solving an urgent and important crisis.

Urgency addiction is a self-destructive behavior that temporarily fills the void of unmet needs but we should realize that urgency itself is not the problem. The problem is that **when urgency is the dominant factor in our lives, importance isn't.**

So now that we've provided you a method to determine your priorities, the only question here to answer is

What method will you use to determine the priorities in your life?

Always, Always, Always ... Follow Through!

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Answer Key

Situation	Important	Not Important	Urgent	Not Urgent
Hot Issue or Crisis	X		X	
Prevention	X			X
Unscheduled Phone Calls		X	X	
Trivia, Busywork		X		X
Pressing Problems	X		X	
Planning / Execution	X			X
Daily interruptions		X	X	
Escape Activities		X		X
Deadline-driven projects, meetings	X		X	
Setting Expectations	X			X
Someone who stops you to talk		X	X	
Time wasters		X		X