



### 5.1.1. Is it urgent or important?

A challenge for many early career researchers is focusing on what is important, not getting distracted or procrastinating. For instance, you may find yourself checking your email constantly? Think about your activities today. List them according to the quadrant in which they fall in the following table.

	Urgent, e.g., deadline coming up soon	Non-urgent, e.g., long-term goal, self-care
Important in terms of your long-term goals		
Not important in terms of your long-term goals		

Is the distribution one you are happy with? Specifically:

- Were there any crises? What can you do to reduce these in the future?
- What is important and non-urgent that is not getting attention?
- What is not important that is taking time away from the important?
- What not important activities reduced your time or distracted you from achieving what was important?
- What can you do about this pattern of behaviour? Give yourself a goal to change one thing tomorrow.



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