

## Look at life through a Matrix

Adapted from pages 156-177 "The Happiness Handbook: Strategies for a Happy Life"

By Dr Timothy Sharp (2007): Finch Publishing

	Urgent	Not Urgent
Important	<p>QUADRANT I</p> <ul style="list-style-type: none"> <li>▪ Crises</li> <li>▪ Pressing Problems</li> <li>▪ Deadline-driven projects, meetings, preparations</li> <li>▪ Health emergencies</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<p>QUADRANT II</p> <ul style="list-style-type: none"> <li>▪ Preparation</li> <li>▪ Prevention</li> <li>▪ Planning</li> <li>▪ Relationship Building</li> <li>▪ Creation and Recreation</li> <li>▪ Health</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>
Not Important	<p>QUADRANT III</p> <ul style="list-style-type: none"> <li>▪ Many interruptions, including some phone calls, emails, messages</li> <li>▪ Unnecessary meetings and unproductive work</li> <li>▪ Many errands</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<p>QUADRANT IV</p> <ul style="list-style-type: none"> <li>▪ True time-wasters</li> <li>▪ Excessive TV</li> <li>▪ Gossip</li> <li>▪ Mindless 'escapism'</li> <li>▪ Inappropriate or excessive eating and drinking</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>

**Happiness depends to a large extent on learning to**  
**Control what you can control,**  
**Accept what you can't control,**  
**And being wise enough to know the difference**

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