

STAY PRODUCTIVE

THE URGENCY INDEX

HOW MUCH DOES URGENCY CONTROL YOUR LIFE?

Circle the number that most closely represents your normal behaviors or attitudes regarding the following statements:

(0 = Never, 2 = Sometimes, 4 = Always)

I seem to do my best work when I am under pressure.	0 1 2 3 4
I often blame the rush and pressure or external things for my failure to spend deep, introspective time with myself.	0 1 2 3 4
I'm often frustrated by the slowness of people and things around me.	0 1 2 3 4
I feel guilty when I take time off work.	0 1 2 3 4
I always seem to be rushing between places and events.	0 1 2 3 4
I frequently find myself pushing people away so I can finish a project.	0 1 2 3 4
I'm often preoccupied with one thing when I'm doing something else.	0 1 2 3 4
I'm at my best when I'm handling a crisis situation.	0 1 2 3 4
The adrenaline rush from a new crisis seems more satisfying to me than the steady accomplishment of long-term results.	0 1 2 3 4
I often give up quality time with important people in my life to handle a crisis.	0 1 2 3 4
I assume people will naturally understand it I have to disappoint them or let things go in order to handle a crisis.	0 1 2 3 4
I rely on solving some crisis to give my day meaning.	0 1 2 3 4
I often eat lunch and other meals while I work.	0 1 2 3 4
I keep thinking that someday I'll be able to what I really want to do.	0 1 2 3 4
Many items checked off my to do list at the end of the day makes me feel like I've been productive.	0 1 2 3 4

SCORES

0–25	26-45	46+
Low Urgency	Strong Urgency	Urgency Addiction

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WHAT DOES IT ALL MEAN?

THE URGENCY ADDICTION

- Creates predictable, reliable sensations
- Becomes the primary focus and absorbs attention
- Temporarily eradicates pain and other negative sensations
- Provides artificial self-worth, power, control, security, and accomplishment
- Exacerbates the problems and feelings it is sought to remedy
- Worsens functioning, creates loss of relationships

THE IMPORTANCE/URGENCY QUADRANTS (BY STEVE COVEY)

	URGENT	NOT-URGENT
IMPORTANT	<p><i>Quadrant 1</i></p> <p>Examples: Things due today or tomorrow, dealing with emergencies or crises</p>	<p><i>Quadrant 2</i></p> <p>Examples: Long-term projects, planning ahead, studying in advance</p>
NOT IMPORTANT	<p><i>Quadrant 3</i></p> <p>Interruptions, distractions, fun events that come up, social invitations</p>	<p><i>Quadrant 4</i></p> <p>Time wasters, busy work, procrastination activities, aimless internet browsing.</p>

THE IMPACT OF SPENDING YOUR TIME IN EACH QUADRANT

QUADRANT 1: When you spend all your time in Quadrant 1 activities, you may feel stressed, panicked, or reactive, like you're always managing crises and putting out fires. Too much time here may result in burn out!

QUADRANT 2: Spending time here has the potential to make positive differences in your life. These items have impact! You're planning ahead on the important things. This effort creates vision and balance, and a sense of control over what's ahead.

QUADRANT 3: If you spend a lot of time here, you may be busy getting things done but everything has a short term focus, and isn't connected to your broader plans and big picture goals.

QUADRANT 4: If you're spending a lot of time here, you're not taking responsibility for things that need to get done, you may find it hard to achieve academic success, or to balance it with healthy relationships, wellness, work, and other commitments.

Sources:

Time Management? No! Dr. Dorene Lenav. Self-Growth.com, 2004.

Covey, S.R. (1987). "Principles of Personal Management," *The 7 Habits of Highly Effective People*. NY: Fireside.