ACTIVITY 4.4.1

Task 1: Identify important and urgent activities

The tool shown below is a time management tool that categorises activities according to importance and urgency

	Urgent	**Not Urgent**
Important	Crisis Projects with deadlines Pressuring problems Meeting Suggestions	Preparation activities Prevention activities Planning activities Building relationships Entertainment Empowerment
Not Important	Visitors Telephone calls Some mail Some meetings Social Activities e.g. weddings etc.	Details Junk mail General loosing of time 'Escape activities' e.g. going to the toilet or making coffee

Think about the activities that you implement daily as a job broker. Go back to yesterday for example and think what have you done (it is even better if you write down all your activities one day ie keep a log. Then try to classify these activities into important and urgent. Use the following diagramme to record them

	Urgent	Not Urgent
Important	1. 2. 3. 4.	1. 2. 3. 4.
Not Important	1. 2. 3. 4.	1. 2. 3. 4.

Of course it will all depend on the activities you have implemented but here are some examples.

- If you have a job seeker calling you that he or she has been verbally invited to an interview the day after tomorrow and he or she needs help in preparation for the interview, then it is an urgent and important activity.

- If you start preparing your job seekers for interviews even before they have any then this is a not urgent and important activity.

- Similarly developing good relationships with employers in a not urgent and important activity

- Having short breaks is a not urgent and not important activity. Similarly gossiping with your colleagues at the office

- Some visitors that may pop in your office without appointment for something that is urgent but not important. it may be important for them but not for you (e.g. requiring favours)