

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).

1. I seem to do my best work when I am under pressure. 0 1 2 3 4
2. I often blame the rush and press of external things for my failure to spend deep, introspective time with myself. 0 1 2 3 4
3. I'm often frustrated by the slowness of people and things around me. 0 1 2 3 4
4. I feel guilty when I take time off work. 0 1 2 3 4
5. I always seem to be rushing between places and events. 0 1 2 3 4
6. I frequently find myself pushing people away so that I can finish a project. 0 1 2 3 4
7. I feel anxious when I'm out of touch with the office for more than a few minutes. 0 1 2 3 4
8. I'm often preoccupied with one thing when I'm doing something else. 0 1 2 3 4
9. I'm at my best when I am handling a crisis situation. 0 1 2 3 4
10. 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
11. I often give up quality time with important people in my life to handle a crisis. 0 1 2 3 4
12. I assume people will naturally understand if I have to disappoint them or let things go in order to handle a crisis. 0 1 2 3 4
13. I rely on solving some crisis to give my day meaning. 0 1 2 3 4
14. I often eat lunch and other meals while I work. 0 1 2 3 4
15. I keep thinking that someday I'll be able to do what I really want to do. 0 1 2 3 4
16. Many items checked off of my "To Do List" at the end of the day makes me feel like I've really been productive. 0 1 2 3 4

The Urgency Index Score Interpretation

Scores:

0 - 25	26-45	46+
Low Urgency	Strong Urgency mind-set	Urgency addiction

The Urgency Addiction

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

Time Management Matrix

	Urgent	Non Urgent
Important	I	II
Not Important	III	IV

Quadrant I

- Urgent/Important
 - Crises
 - Pressing problems
 - Deadline-driven projects, meetings, preparations

Quadrant II

- Not Urgent/Important
 - Preparation
 - Prevention
 - Planning
 - Relationship building
 - Empowerment

Quadrant III

- Urgent/Not Important
 - Interruptions, some phone calls
 - Some mail, some reports
 - Some Meetings
 - Many proximate, pressing matters
 - Many popular activities

Quadrant IV

- Not Urgent/Not Important
 - Trivia, Busywork
 - Junk mail
 - Some phone calls
 - Time wasters
 - Some emails
 - "Escape" Activities