Urgent vs. important

		It can be hard to focus on one at a time.
Write down things you need or want to	spend money on:	
		below. This will help you set priorities for spending
and planning, short term and longer ter	rm. It can also help y	ou see what spending is less important right now.
	port	
	mportant	
llymout a loop optout		Not useent also extent
Urgent + Important		Not urgent + Important
Jrgent		Not urgent
	Z	
	=	
	npo	
Urgent + Not important	Not importan	Not urgent + Not important

Urgent vs. important

How to use this matrix

This matrix can help you determine which types of spending are urgent or important, or both, or neither. Make sure your "basics" are covered first - things that are both urgent and important, and are necessary for living day-to-day.

If you have items that are not urgent and not important, then reflect on whether you really need to spend money on them. These might be opportunities to "find money" to spend on other more necessary things.

Basic needs

Things you can't live without, such as:
Food
Rent or mortgage
Utility payments
Transit

Important

Your personal goals

Longer-term planning, spending that will help you lead the life you want, such as:

Larger home purchases

Education

Travel

Urgent

Short term needs

Things that are less important long term but help you get through your day-to-day, such as:

Daily coffee

McDonald's lunch once a week

Not important

Wants, not needs

Not urgent

Spending that isn't meeting a need, and isn't urgent, such as:
Impulse buys at the checkout line
Emotional spending