

# The *Intentionally Awesome* Date Night Workbook

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## Urgent/Important

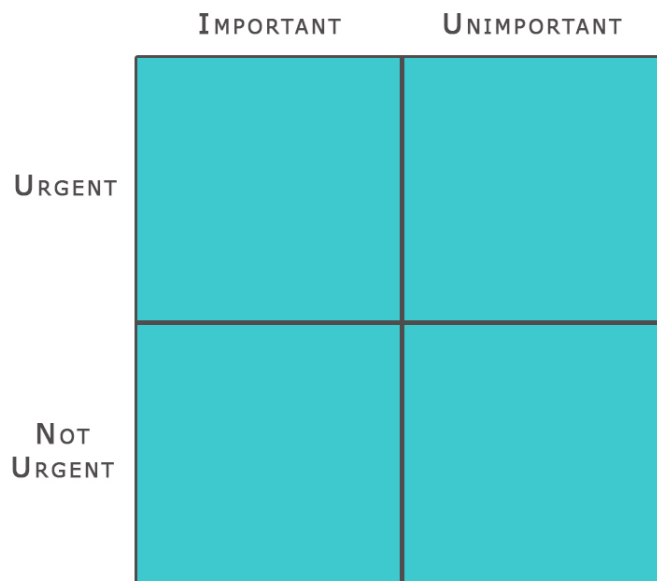
In life, **we are daily bombarded by urgent things**: the baby crying, a phone call from work, the stack of bills on the counter, a Facebook notification, the dryer buzzing, a fight breaking out in the kids' bedroom, a girl scout at the door selling cookies... **You know the drill**. Some days it feels like all we do is fight fires.

Some of these urgent things are important, but **some of them are not**.

When we attend to only **urgent** things, **important** things can fall to the wayside.  
**What happens to the important things that never become urgent?**

Taking time to think about what's **important** will help with decision-making when you're bombarded by things that clamor for your attention. Make space for **important** things—whether they're urgent or not.

Behold, **the Eisenhower Quadrant**:



You may be familiar with this quadrant, as it's frequently used in corporate settings.  
Today we're going to apply it to family life.

### Instructions:

- **First, make a list of the values you have for your family.**  
These values are going to be the driving force when deciding whether a task or activity is important or not. (Consider provision for needs, family time, spiritual formation, character, housekeeping, developing skills, rest, etc.)  
  
If you've never talked about your family values at length or made a list of them, camp out here for a while and **be thorough**. Even if it takes all night. This step is crucial.
- Once you have your values down, **draw a large square on the back of this paper.** Label it according to the Eisenhower Quadrant.
- Now **jot down activities/tasks that are IMPORTANT to the fulfillment of your values.** Place each of them in the correct square, depending on whether they're urgent or not.
- Now **add any other activities that take up your time** during the day/week, no matter how big or small. Place them in the correct squares.
- Which things in the **Important/Non-Urgent** square tend to get overlooked?
- **Think about ways** to keep things in the **Unimportant/Urgent** square from overwhelming the **Important/Non-urgent** things. *Write down your ideas!*
- **Put a big X over the Unimportant/Non-Urgent square.** Anything in this box is a waste of your time! These things are keeping you from doing things you've said are important! Talk about these time-sapping activities and what to do about them.
- What have you learned from this exercise? What does it make you appreciate about your family? Affirm and encourage your spouse!