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| **Quadrant 1: Important/Urgent**  (important activities done under pressure of deadlines)    Crisis  Pressing Problems  Deadline Driven  *Ex: staying up late to complete a paper*  *due at 8:00am* | **Quadrant 2:Important /Not Urgent** (activities done without pressure of deadlines)    Planning  Long-Term Projects  Without immediate deadline  Be careful! These tasks lack urgency- they can be postponed.  *Ex: Creating a study group  Filing papers, cleaning out the closet* |
| **Quadrant 3: Not Important/Urgent**  (activities done with a sense of urgency)  Interruptions  Phone calls Email Meetings  *Ex: Answer phone ringing only to get into a long conversation that takes up 1 hour of your time.* | **Quadrant 4: Not**  **Important/Not Urgent**  (time wasters)  Watching TV until 3a.m.  Video Games  Hanging out in friend’s room  *Ex: Spending hours on Facebook or Twitter* |

Based on *7 Habits of Highly Effective People*, Stephen Covey  
**Time Management Quadrants**

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**Time Management Quadrants- RESULTS**

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| **Quadrant 1: Important/Urgent**  (important activities done under pressure of deadlines)    Results  Stress  Burn out  Always putting out fires  Tired & Overwhelmed | **Quadrant 2:Important /Not Urgent** (activities done without pressure of deadlines)    Results  Clarity  Control  Discipline  Balance  Few crises |
| **Quadrant 3: Not Important/Urgent**  (activities done with a sense of urgency)  Results  Short term focus  Letting circumstances take control  Feeling victimized  Stress | **Quadrant 4: Not**  **Important/Not Urgent**  (time wasters)  Results  Dependent on others   Lack of accountability  Lacking vision and motivation |