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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 deadlineBe 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 callsEmailMeetings*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 |