

Time Management Quadrants

<p style="text-align: center;"><u>Quadrant 1</u> Important/Urgent</p> <ul style="list-style-type: none">• Important activities done under the pressure of deadlines <i>Ex: staying up to complete a paper due at 8am.</i> <p><u>Results:</u> burn out, exhaustion, and always putting out fires. <i>Role: The Firefighters</i></p>	<p style="text-align: center;"><u>Quadrant 2</u> Important /Not Urgent</p> <ul style="list-style-type: none">• Meaningful activities done without pressure of deadlines <i>Ex: working out or planning ahead.</i> <p><u>Results:</u> clarity, control, discipline & balance. <i>Role: The Fire Preventers</i></p>
<p style="text-align: center;"><u>Quadrant 3</u> Not Important/Urgent</p> <ul style="list-style-type: none">• Activities or unexpected requests that must be addressed <i>Ex: interruptions, phone calls, e-mails.</i> <p><u>Results:</u> lack of focus, letting circumstances take control, feeling victimized. <i>Role: The Rescuers</i></p>	<p style="text-align: center;"><u>Quadrant 4</u> Not Important/Not Urgent</p> <ul style="list-style-type: none">• Time-wasting activities that are mindless and unfulfilling <i>Ex: spending hours on social media or tv.</i> <p><u>Results:</u> depleted energy, feeling unmotivated, unproductive and purposeless. <i>Role: Just fired!</i></p>

IMPORTANT URGENT	IMPORTANT NOT URGENT
NOT IMPORTANT URGENT	NOT IMPORTANT NOT URGENT

