Time Management Quadrants

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| **Quadrant 1**  **Important/Urgent**   * Important activities done under the pressure of deadlines   *Ex: staying up to complete a paper due at 8am.*  Results: burn out, exhaustion, and always putting out fires.  *Role: The Firefighters* | **Quadrant 2**  **Important /Not Urgent**   * Meaningful activities done without pressure of deadlines   *Ex: working out or planning ahead.*  Results: clarity, control, discipline & balance.  *Role: The Fire Preventers* |
| **Quadrant 3**  **Not Important/Urgent**   * Activities or unexpected requests that must be addressed   *Ex: interruptions, phone calls, e-mails.*  Results: lack of focus, letting circumstances take control, feeling victimized.  *Role: The Rescuers* | **Quadrant 4**  **Not Important/Not Urgent**   * Time-wasting activities that are mindless and unfulfilling   *Ex: spending hours on social media or tv.*  Results: depleted energy, feeling unmotivated, unproductive and purposeless.  *Role: Just fired!* |

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| **IMPORTANT**  **URGENT** | **IMPORTANT**  **NOT URGENT** |
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| **NOT IMPORTANT**  **URGENT** | **NOT IMPORTANT**  **NOT URGENT** |
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