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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