Time Management Quadrants

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| **Quadrant 1:**  **Important/Urgent**   * Important activities done under the pressure of deadlines. *Ex: completing a paper due that day.*   Results: burn out, exhaustion  & 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*  *\*Ideal to spend most time in this quadrant* |
| **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.*   Results: depleted energy, feeling unmotivated, unproductive, and purposeless.  *Role: Just fired!* |

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