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