

Time Quadrants for Time Management

(Covey, Sean. "Seven Habits of Highly Effective Teens." New York: Fireside, 1998.)

		Urgent	Not Urgent
Important		1. Procrastinator Exam Tomorrow Friend Gets Injured Late for Work Project Due Today Car Breaks Down	2. Prioritizer Planning, Goal Setting Essay Due in a Week Exercise Relationships Relaxation
		3. Yes-Man Unimportant Phone Calls Interruptions Other People's Small Problems Peer Pressure	4. Slacker Too Much TV Endless Phone Calls Excessive Computer Games Mall Marathons Time Wasters
Not Important			

What quadrant do I spend most of my time in? (List examples)

- Quadrant 1 = stress and anxiety
- Quadrant 2 = control of life, balance, high performance
- Quadrant 3 = reputation for being a "pleaser." Lack of discipline, doormat!
- Quadrant 4 = Lack of responsibility, guilt, flakiness

What should I do?

BALANCE IS KEY

- Shrink Quadrant 1 – procrastinate less.
- Say no to Quadrant 3 activities.
- Cut down on Quadrant 4 activities.

Journal Entry: Write about time spent in each quadrant – what was the occasion, reason for being in the Q and result of your choice. For non Q-2 activities, what would you do differently to improve results?