

	Urgent	Not Urgent
Important	Quadrant I <ul style="list-style-type: none"> ▪ Crises ▪ Pressing problems ▪ Deadline-driven projects, meetings, preparations 	Quadrant II <ul style="list-style-type: none"> ▪ Preparation ▪ Prevention ▪ Values clarification ▪ Planning ▪ Relationship building ▪ True recreation ▪ Empowerment
Not Important	Quadrant III <ul style="list-style-type: none"> ▪ Interruptions, some phone calls ▪ Some mail, some reports ▪ Some meetings ▪ Many pressing matters ▪ Many popular activities 	Quadrant IV <ul style="list-style-type: none"> ▪ Trivia, busywork ▪ Some phone calls ▪ Time wasters ▪ "Escape" activities ▪ Irrelevant mail/email ▪ Excessive TV

The goal is more of quadrant II (planning activities) and less reacting to activities or responding to activities that we don't need to and thus wasting our time.

Taken from Stephen Covey's "First Things First"
 Time Management
 Student Success Session
 Tani McBeth