



7 Days of Time Management
Stephen Covey's 4 Quadrant Theory for using time more effectively.

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|--|---|
| <p>Quadrant I Urgent and Important: *Project Deadlines, Crisis...</p> | <p>Quadrant II Not Urgent & Important: *long-term strategizing and development. Planning / Relationships / Projects / Opportunities</p> |
| <p>Quadrant III: Urgent & Not Important: *time pressured distractions Interruptions, spills, distractions, messes</p> | <p>Quadrant IV: Not Urgent and Not Important: *activities that yield little is any value. These are activities that are often used for taking a break from time pressured and important activities.</p> |

- Most people find that many of their activities fall into quadrant I and III.
- Quadrant II is often under used.
- BUT - Quadrant II is exceptionally important because one must work both tactically and strategically at the same time.
- Finding ways to expand Quadrant II activities is a common outcome from using this grid.
- Using The Grid The grid has many applications, two will be suggested here. The first and most obvious use of the grid is take your current 'to-do' list and sort all the activities into the appropriate grid. Then, assess the amount of time you have to accomplish the lists and, if necessary, reallocate activities. The second approach is a one week assessment strategy.
- Make six copies of the grid (you will find a working copy on the next page) and use one grid for each day of the week, listing all activities and time spent. At the end of the week, Combine the five individual day data onto one summary grid (number 6) and calculate the percent of time in each grid. Then evaluate how well your time is spent and whether you work load needs to be reorganized.
- The Bottom Line: Do important things First!



| Sunday | Monday |
|---|---------------|
| Quadrant I Urgent and Important: *Project Deadlines, Crisis... | |
| Quadrant II Not Urgent & Important: *long-term strategizing and development. Planning / Relationships / Projects / Opportunities | |
| Quadrant III: Urgent & Not Important: *time pressured distractions Interruptions, spills, distractions, messes | |
| Quadrant IV: Not Urgent and Not Important: *activities that yield little is any value. These are activities that are often used for taking a break from time pressured and important activities | |



| Tuesday | Wednesday |
|---|------------------|
| Quadrant I -Urgent and Important: *Project Deadlines, Crisis... | |
| Quadrant II Not Urgent & Important: *long-term strategizing and development. Planning / Relationships / Projects / Opportunities | |
| Quadrant III: Urgent & Not Important: *time pressured distractions Interruptions, spills, distractions, messes | |
| Quadrant IV: Not Urgent and Not Important: *activities that yield little is any value. These are activities that are often used for taking a break from time pressured and important activities | |



| Thursday | Friday |
|---|---------------|
| Quadrant I -Urgent and Important: *Project Deadlines, Crisis... | |
| Quadrant II Not Urgent & Important: *long-term strategizing and development. Planning / Relationships / Projects / Opportunities | |
| Quadrant III: Urgent & Not Important: *time pressured distractions Interruptions, spills, distractions, messes | |
| Quadrant IV: Not Urgent and Not Important: *activities that yield little is any value. These are activities that are often used for taking a break from time pressured and important activities | |



| Saturday | Other |
|---|--------------|
| Quadrant I Urgent and Important: *Project Deadlines, Crisis... | |
| Quadrant II Not Urgent & Important: *long-term strategizing and development. Planning / Relationships / Projects / Opportunities | |
| Quadrant III: Urgent & Not Important: *time pressured distractions Interruptions, spills, distractions, messes | |
| Quadrant IV: Not Urgent and Not Important: *activities that yield little is any value. These are activities that are often used for taking a break from time pressured and important activities | |