

Time Management Quadrants



Urgent

Not Urgent

Important

Quadrant I

Important activities done under the pressure of deadlines. People in this quadrant are constantly “putting out fires”. Quadrant I is where people experience stress and develop ulcers.

Example: Cramming for a test



Quadrant II

Important activities done *without* the pressure of looming deadlines. Lacking urgency, Quadrant II actions are easily postponed. Quadrant II is where you find creators.

Example: Studying a little bit every day. Forming study groups.

Not Important

Quadrant III

Unimportant activities done with a sense of urgency. When you agree to do something only because you cannot bring yourself to say no. Anytime you allow someone else’s urgency to talk you into an activity that is unimportant to your own goals.

Example: Student needing an ed plan for financial aid that was due yesterday and asking a counselor as he/she is about to get off work.

Quadrant IV

Time wasters.

Example: Watching TV, surfing the internet, playing playstation

