

7 Habits of Highly Effective People, Stephen Covey

Quadrant Time Management System, The four quadrants defined

<p>Quadrant I</p> <ul style="list-style-type: none"> • Urgent • Important • Hectic experiences due to need to extinguish fires • High stress, high drama • Costs to the individual because not enough reflection & thoughtful quadrant II activity • Crises • Pressing problems • Deadline-driven projects, meetings, preparations 	<p>Quadrant II</p> <ul style="list-style-type: none"> • Not urgent • Important • We are able to create our fondest dreams here. • Covey argues that quadrant II is the place where we ought to spend most of our time. • Quadrant II activities can be postponed • Preparation • Prevention • Values clarification • Planning • Relationship building • True re-creation • Empowerment • It's best to do important tasks before doing so reaches the crisis stage. • Activities that can be postponed • Struggling students spend little time in this quadrant
<p>Quadrant III</p> <ul style="list-style-type: none"> • Urgent • Unimportant • Conversations we want to avoid that suck a lot of the oxygen out of our lives • Victims spend a lot of their time here. • Learn to say 'no' to others to avoid spending too much of your time in quadrant III. • Eliminating quadrant III activities gives us time for key tasks. • Interruptions • Some phone calls • Some mail • Some reports • Some meetings • Many proximate, pressing matters • Many popular activities 	<p>Quadrant IV</p> <ul style="list-style-type: none"> • Not urgent • Unimportant • Time wasters • Some TV • Some demands from others that have little to do with fulfilling our dreams • Victims spend a lot of their time here. • Learn to say 'no' to others to avoid spending too much of your time in quadrant IV. • Eliminating quadrant IV activities gives us time for key tasks. • Trivia • Busywork • Some telephone calls • Some email • Some mail • Escape activities • Excessive TV

