TIME
QUADRANTS

MATERIALS
- Paper and pen

INSTRUCTIONS
1. Have each participant draw a square with four quadrants within and replicate the titles (not the examples) as the time quadrant on the following page.

2. Ask them to fill in each quadrant with different items (e.g. their personal expectations, tasks, roles or goals) with regards to the title of the quadrant (e.g. urgent, important, etc.).

3. If necessary, use the following to describe each quadrant title in more detail:
   Quadrant 1: Necessities. These items are both urgent and important. They are things that you must get done now (e.g. crises at work or finishing up a work project on a deadline).
   Quadrant 2: Opportunities. This is the most important quadrant. Use this section to categorize activities that are important to you but not urgent (e.g. planning, exercising, recreational activities and relaxation). The items in this quadrant are normally performed before they move into the "urgent/important quadrant."
   Quadrant 3: Deceptions. These items are not important but urgent. Interruptions like phone calls and unimportant mail and email live in this space, and may even be home for some meetings and activities. This quadrant gets its name because the urgency of the activity sometimes makes us believe that it's also important.
   Quadrant 4: Waste. These items are neither important nor urgent. Activities like watching endless amounts of television, sifting through junk mail or spending time on social media are in this quadrant.

DISCUSSION
Encourage your participants to compare their categories and reflect on how they may personally ensure the most important quadrant (not urgent/ important) becomes a bigger priority.

Ask participants if:

1. Anyone would like to share.

2. It's possible to remove items from the not urgent and not important categories (e.g. time spent on social media) to help make time for the more important items in their life (e.g. hobbies or interests related to self-care).

Did you know?

Stephen Covey developed an excellent method of setting priorities by examining each task in terms of urgency and importance. This adapted activity and time management matrix is from Covey's 2004 book "The Seven Habits of Highly Effective People: Restoring the Character Ethic."

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Time Management Matrix	Urgent	Not Urgent
Important	**1** • Medical emergencies • Crisis • Pressing deadlines	**2** • Self-care • Relationship building • True recreation and relaxation
Not Important	**3** • Low-priority emails and calls • Interruptions • Distractions	**4** • Mindless Internet browsing • Sifting through junk mail • Time fillers

Source

Covey, S. R. (2004). The 7 habits of highly effective people: Restoring the character ethic. New York: Free Press
Piedmont Technical College. Time Management. Retrieved from https://www.ptc.edu/college-resources/testing-tutoring-counseling/college-skills/time-management#theories

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