

Quick Tools

Concepts + Actions = Momentum

Spending Time Well:

Productivity Quadrants in a nutshell

Living with
Momentum

Quick Tool

Spending Time Well

Stephen Covey, in his timeless classic, *The 7 Habits of Highly Effective People*, introduces the idea of urgency and importance as a means of determining how to best manage your time. He suggests that there are 4 Quadrants of urgency and importance:

Quadrant I is **Important and Urgent**;

Quadrant II is **Important, Not Urgent**

Quadrant III is **Not Important, but Urgent**

Quadrant IV is **Not Important, Not Urgent**

If I spend all my time in the 1st Quadrant, I would be stressed out all the time doing important and pressing things. Quadrant III is where most women live: buried under a list of to-do's, endless tasks and continuous interruptions. If we are not putting out unimportant fires, we are stressing about getting the important things done that we put off until the last minute.

The goal of planning our time efficiently begins with recognizing what quadrant we are functioning in. If we spend most of our time doing the unimportant we are limiting our potential to achieve more. By planning well, we can ensure that we are prioritizing the important to keep it from becoming the urgent.

APPLICATION:

Think about your day. Decide whether each activity is urgent or not, important or not. Write the task into the appropriate Quadrant. When you are done, you should have a better idea of how you spend your time and what you need to do to fix it.

	URGENT	NOT URGENT
IMPORTANT	QUADRANT I	QUADRANT II
NOT IMPORTANT	QUADRANT III	QUADRANT IV

	URGENT QUADRANT I	NOT URGENT QUADRANT II
IMPORTANT		
	QUADRANT III	QUADRANT IV
NOT IMPORTANT		