

Covey's Quadrants

	Urgent	Not Urgent
Important	I	II
	<ul style="list-style-type: none"> ○ Crisis & Unexpected Issues Requiring Immediate Attention ○ Car problems ○ Family Illness/Medical Emergency ○ Pressing problems ○ Work Issues Interfering with Personal Life (<i>Overtime, layoffs, Crisis at Work, etc.</i>) ○ Financial crisis (<i>Emergency move, loss of income, etc.</i>) 	<ul style="list-style-type: none"> ○ Work (<i>Survival, Entry-Level, Transition, and Dream Job</i>) and School ○ Homework, Professional Development ○ Taking Care of Health & Exercise ○ Values Clarification ○ Career Exploration, Planning ○ Planning & Goal Setting ○ Relationship Building/Maintenance ○ Financial Planning/Management (<i>i.e. doing taxes, balancing checkbook, planning budget, etc.</i>) ○ Housework, Household Chores, Cooking, & Caring for children etc. ○ Shopping for Groceries/Necessities ○ Developing Spiritual Life, Necessary Introspection ○ Rest, Relaxation, and Re-charging Your "Personal Batteries" (<i>self-care</i>)
Not Important	III	IV
	<ul style="list-style-type: none"> ○ Someone else's crisis (<i>i.e. fight w/ boyfriend</i>) ○ Helping Someone Else With Their Goals/Needs Instead of Your Own ○ Some Organized Social Activities 	<ul style="list-style-type: none"> ○ Friends wanting to socialize/"party" ○ Excessive Phone Time ○ Time wasters ○ "Escape" activities ○ Irrelevant/excessive Internet, email, text messaging, social networking ○ Excessive TV, Music, Movies, etc. ○ Window Shopping ○ Reading Most Magazines, Gossip Magazines, Romance Novels, etc. ○ Video Games ○ Working at jobs, which are not Survival (<i>short-term only</i>), Entry-Level, Transition, Dream Job.

According to the Author, 80% of your time should be spent in Quadrant II in order to achieve your goals.

From: Covey, S.R. (1994). *First things first*. New York: Fireside.

Application of Covey's Quadrants

Point of the Assignment: 1) To help you distinguish the difference between time-consuming activities that are a productive use of your time, and those that are not. 2) To help you understand how much of your time should be spent on productive time-consuming activities in order to achieve your goals.

1. On the front page, highlight any items you spend your time on. Also be sure to write in anything else that was not included as examples.
2. Based on the highlighted items, estimate how much time you spend in each Quadrant: (*All four quadrants added up should equal 100%*)
 - a. Quadrant I: _____% of my time is spent in this Quadrant.
 - b. Quadrant II: _____% of my time is spent in this Quadrant.
 - c. Quadrant III: _____% of my time is spent in this Quadrant.
 - d. Quadrant IV: _____% of my time is spent in this Quadrant.
3. **If more than 25% percent of your time is spent outside of Quadrant II, then your priorities are out of balance.** Identify what items you can eliminate/minimize from the other Quadrants to make more time for Quadrant II priorities:
 - a. Quadrant I: _____
 - b. Quadrant III: _____
 - c. Quadrant IV: _____
4. Which of the items in the Quadrant II list, do you tend to neglect, and should make a higher priority? _____
5. What do your responses reveal to you about your priorities? If they are not in order, what short-term goals do you need to set for yourself to put them in proper order?) _____

Test your understanding: What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: (*Write down your response after completing this assignment.*)
