

URGENT  
IMPORTANT

# Time Quadrant

Not URGENT  
IMPORTANT

eg **Planned Work Periods**

eg **PLANNING  
RESEARCH  
CREATIVITY**

**FIRE FIGHTING**  
Unexpected Urgent + Important task

**SPEND most of your time  
here in Quadrant 2**

**1**

**2**

Decide Task by Task which CATEGORY your Task goes in

**3**

**4**

eg Incoming sales phone call  
eg Incoming sales email

eg Watching TV  
Web Browsing

URGENT  
Not IMPORTANT

Not URGENT  
Not IMPORTANT

# Time Quadrant

Decide Task by Task which CATEGORY your Task goes in

- **P**lanned **W**ork **P**eriods
- **SPLIT** large projects into small **CHUNKS**
- Do **COMPLEX** tasks **FIRST**  
or work during your **PEAK** performance hours
- **PRIORITISE 1 – 2 – 3**
- **FINISH ONE** project **BEFORE** starting the next
- Keep a **NOTEPAD** of **IDEAS** – on paper or computer
- Be **Project-Specific** **BEFORE** sitting down at the computer
- **FILTER** your Email – just deal with the important stuff