



PRIORITIZING YOUR TO-DO'S

Covey's Four Quadrants

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant 1 – Do it</p> <ul style="list-style-type: none"> • Things due today or tomorrow • Dealing with emergency or crisis • Pressing problems 	<p>Quadrant 2 – Schedule it</p> <ul style="list-style-type: none"> • Long-term projects • Planning ahead • Studying in advance
NOT IMPORTANT	<p>Quadrant 3 – Avoid it</p> <ul style="list-style-type: none"> • Interruptions • Distractions • Fun events & social invitations 	<p>Quadrant 4 – Delete it</p> <ul style="list-style-type: none"> • Time wasters • Busy work • Procrastination activities (scrolling on social media)

Quadrant 1 – When you do most of your work here, you may often feel stressed or panicked, and are likely to experience burnout!

Quadrant 2 – Completing work here has the ability to make a positive difference in your life. By planning ahead you will have more control, balance, and vision in your life.

Quadrant 3 – If you spend a lot of time here, you may be crossing items off your to-do list but everything has a short term focus. The work doesn't connect to big picture goals.

Quadrant 4 – Spending time here results in a lack of responsibility for things that need to be completed. This makes academic success, personal wellness, and healthy relationships hard to achieve.



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	URGENT	NOT URGENT
IMPORTANT		<small>*Quadrant of Quality*</small>
NOT IMPORTANT		

1. List your tasks and responsibilities.
2. Determine what is important to you.
3. Divide the list into important and not important.
4. Determine what is urgent/not urgent and why.
5. Sort the tasks into the blank quadrants above.
6. Ask yourself - How can I spend more time in Quadrant 2?

Source information:

- Covey, S. R. (1989). The seven habits of highly effective people. New York: Simon & Schuster
- Oregon State University. How much does urgency control your life? [PDF]. Academic Success Center, the Learning Corner