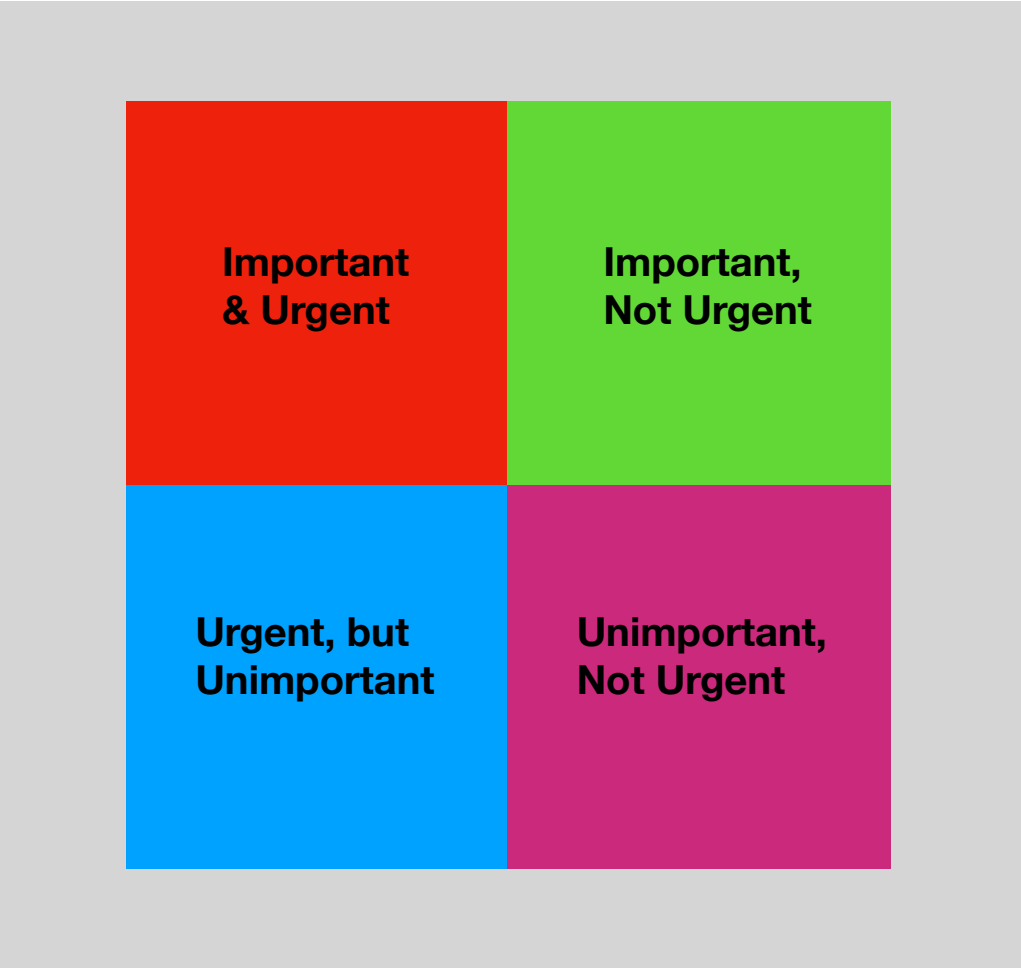
Covey's Time Management Squares



Quadrant 1 items that need to be dealt with immediately.

- Family Emergencies
- Real, hard deadlines for important projects
- Work/Job

Quadrant 2 we have important, but not urgent items – items that are important but do not require your immediate attention, and need to be planned for. This quadrant is highlighted because Covey emphasizes this is the quadrant that we should focus on for long term achievement of goals.

- Exercise
- Reviewing your career path
- Maintaining relationships with family/friends

Quadrant 3 we have urgent, but unimportant items – items which should be minimized or eliminated. These items suck time, the "poor planning on your part does not constitute an emergency on my part" variety of tasks.

- Phone calls that are off topic
- Email that you have to reply to right away or it loses value ("Do you want some donuts? I have some in my office!")

Quadrant 4 we have unimportant and also not urgent items – items that don't have to be done anytime soon, perhaps add little to no value and also should be minimized or eliminated. These are often trivial time wasters

- Mindless web browsing
- Too much television/channel surfing for the sake of channel surfing