



Time Management

Quadrant I:
Urgent & Important

Exam tomorrow in Math

PA due day after tomorrow

Quadrant II:
Not Urgent & Important

Paper due in 2 weeks in English

Career Fair e-mail from dept

Quadrant III:
Urgent & Not Important

Friend calls to ask you to hang out

Facebook notification of a cool event

Quadrant IV:
Not Urgent & Not Important

Friend e-mails about going to football game this weekend

Binge watching latest show on Netflix/YouTube

- Source: Stephen Covey, *7 Habits of Highly Effective People*

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