

Stephen Covey's 4 Quadrants

You should be able to determine this by dividing tasks into **Urgent** and **Important** areas. Important tasks are those which attach to your job objectives and key result areas (not the normal definition of improvement). Urgent ones are those that are pressing and need doing now. Almost all the tasks that will have a real impact on your effectiveness will fall into quadrant 2 i.e. They will be important but not urgent. You should be careful not to spend too much time carrying out jobs which are not urgent and not important and you will need to limit the time you spend on urgent but not important tasks.

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant 1</p> <p>Urgent and important</p> <p>(Has to be done now but will make some contribution to your long term goals)</p>	<p>Quadrant 2</p> <p>Not urgent and important</p> <p>(Likely to make a major contribution to your long term goals but has no time deadline)</p>
NOT IMPORTANT	<p>Quadrant 3</p> <p>Urgent and not important</p> <p>(Things needing to be done there and then but unlikely to have much impact on your long term goals)</p>	<p>Quadrant 4</p> <p>Not urgent and not important</p> <p>(Often things done out of habit, imposed by others or you feel you ought to do)</p>