



**PRIORITIZING YOUR TO-DOS**

**Covey's Four Quadrants**

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

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

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 or 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