



# Stephen Covey 4 Quadrants Pdf

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The Four Quadrants of the Eisenhower Matrix The goal of the Eisenhower Matrix is to help you separate your tasks into four quadrants: 1. Urgent and Important: Tasks with deadlines or . Annual Plan - \$/month · Month-by-Month - \$/month. 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 . Quadrant I is for the immediate and important deadlines. Quadrant II is for long-term strategizing and development. Quadrant III is for time pressured distractions. They are not really impor-tant, but someone wants it now. Quadrant IV is for those activities that yield little is any value. Based on 7 Habits of Highly Effective People, Stephen Covey Time Management Quadrants Quadrant 1 Important/Urgent • Important activities done under the pressure of deadlines Ex: staying up to complete a paper due at 8am. Results: burn out, exhaustion, and always putting out fires. Role: The Firefighters Quadrant 2 Important /Not Urgent. Overview of Four Quadrant To-Do List • Divide your tasks among four separate quadrants to better prioritize tasks and avoid procrastination. • Personalize your own definitions of important and urgent. Steven Covey's tools are designed to maximize your productivity and eliminate unnecessary or irrelevant activities through a 4-quadrant system. After analyzing your daily activities, you will assign them to the appropriate quadrant before evaluating where you need to make changes. Take a look at the diagram on the next page. 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. Effective people stay out of Quadrants III and IV because, urgent or not, they aren't important. They also shrink Quadrant I down to size by spending more time in Quadrant II. Quadrant II is the heart of effective personal management. It deals with things that are not urgent, but are important.