

The Eisenhower quadrant below lists some of the most common activities that steal our time. There's room in each of the four parts of the quadrant to list activities that are unique to you.



INSTRUCTIONS: Take 5 minutes and record your own priority activities in each of the quadrants. Remember to ask yourself, is it really a fire drill?

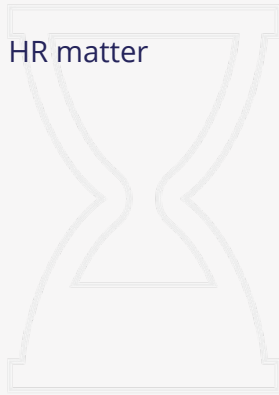
URGENT

NOT URGENT

IMPORTANT

1 DO IT NOW: Rank by Deadline

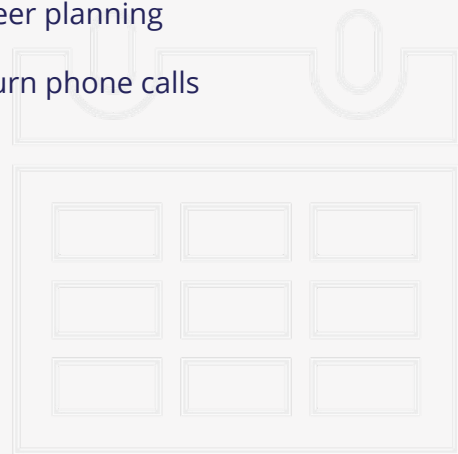
- Take a call from an upset customer
- Handle an HR matter



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2 PLAN TO DO: Schedule in Calendar

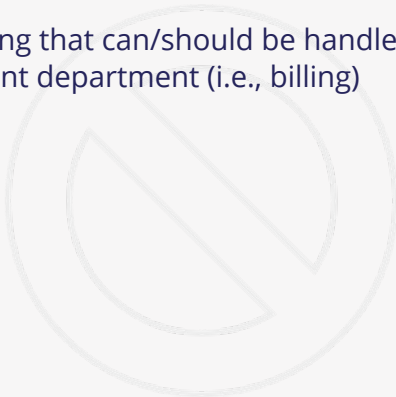
- Career planning
- Return phone calls



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3 AVOID: Delegate, Postpone, Educate

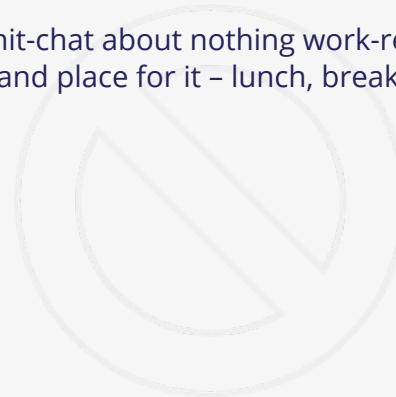
- System or computer issues
- Anything that can/should be handled by a different department (i.e., billing)



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4 STOP: Time Wasters

- Meetings – irrelevant to me
- Idle chit-chat about nothing work-related (time and place for it – lunch, break, 1:1)



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NOT IMPORTANT