

Prioritizing Time

Stephen Covey buckets our time into 4 key quadrants. He states that the majority of our time should be in quadrant 2; Not Urgent and Important.



What type of work goes into each quadrant – things you do?

Quadrant 1: Urgent & Important	Quadrant 2: Important & Non-Urgent
Quadrant 3: Urgent & Non-Important	Quadrant 4: Not Important & Non-Urgent

**Model adapted from 7 Habits of Highly Effective People, Stephen Covey

- In which quadrant do you do most of your work?
- Is that consistent with the needs of your role?
- What needs to change?