

Prioritizing your To-Dos

Covey's Four Quadrants		
	Urgent	Not Urgent
Important	<p>Quadrant 1 – Do it</p> <ul style="list-style-type: none">• Things due today or tomorrow• Dealing with emergency or crisis• Pressing problems	<p>Quadrant 2 – Schedule It</p> <ul style="list-style-type: none">• Long-term projects• Planning ahead• Studying in advance
Not Important	<p>Quadrant 3 - Avoid It</p> <ul style="list-style-type: none">• Interruptions• Distractions• Fun events & social invitations	<p>Quadrant 4 – Delete It</p> <ul style="list-style-type: none">• Time wasters• Busy work• Procrastination activities (scrolling on social media)

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.

Covey's Four Quadrants

	Urgent	Not Urgent
Important		* Quadrant of quality*
Not Important		

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/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.