



## TIME MANAGEMENT & ORGANIZATION

Considering what you need to get done this week. Brainstorm a list of tasks and then put them into the quadrants below. Remember the goal is to have most of your effort in Q2.

WEEK OF \_\_\_\_\_

|                                                                                                                |                                                                                                 |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>DO</b><br><b>Q1</b><br><b>URGENT AND IMPORTANT</b><br>EMERGENCIES THAT POP UP                               | <b>SCHEDULE</b> <b>Q2</b><br><b>NOT URGENT AND IMPORTANT</b><br>NEEDS STEADY FOCUS TOWARD GOALS |
| <b>DELEGATE</b> <b>Q3</b><br><b>URGENT NOT IMPORTANT</b><br>SOMETHING THAT NEEDS TO GET DONE BUT NOT IMPORTANT | <b>DELETE</b> <b>Q4</b><br><b>NOT URGENT NOT IMPORTANT</b><br>TIME WASTERS                      |

\* Adopted from Stephen Covey, *The Seven Habits of Highly Effective People*