PRIORITIZING YOUR TIME

	URGENT	NOT URGENT
		II
Z	Quadrant of	Quadrant of
IMPORTANI	DEMAND	THE ZONE
\geq		
	(crisis, project due, pressing issue)	(Planning, organizing, reading/reviewing, self- quizzing,)
<u> </u>	Ш	IV
TANT	Quadrant of	IV Quadrant of
1PORTANT	•••	• •
NOT IMPORTANT	Quadrant of	Quadrant of

Are you in The Zone?

Identify your tasks and place them in the appropriate quadrants.

