Four Quadrant To-Do List

Overview of Four Quadrant To-Do List

- Divide your tasks among four separate quadrants to better prioritize tasks and avoid procrastination.
- Personalize your own definitions of important and urgent.

Important & Urgent

Use this quadrant for immediate action and important deadlines.
Example: edit paper due tomorrow

Important but NOT Urgent

Use this quadrant for long term and strategizing development.
Example: Study for Exam 1 (two weeks away)

NOT Important but Urgent

Use this quadrant for time pressured distractions. They are not really important, but someone wants it done now.
Example: grocery shopping

NOT Important and NOT Urgent

Use this quadrant for activities that yield any value. Use this to take breaks from time pressured and important activities.
Example: scroll through social media

References: Academic Success and Disability Services, University of Redlands; Covey, Stephen. http://www.visiontoexcellence.com/stephen-covey-4-quadrants/

clemson.edu/asc