

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.visionstoexcellence.com/stephen-covey-4-quadrants/>