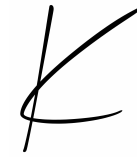


THE TIME MANAGEMENT MATRIX



KEITH QUINNEY

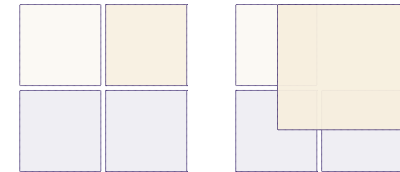


Where do you spend your time?



1 Quadrant 1: Important and urgent items that need to be handled right away.

2 Quadrant 2: Important but not urgent items that need planning. This is the place to focus your energy to achieve your long-term goals!



3 Quadrant 3: Urgent but unimportant items to be minimized or eliminated. Often pleasant, but time-consuming!

4 Quadrant 4: Unimportant items that are not time-sensitive; time-wasters can be minimized or eliminated.



Covey Stephen, R. (1989). *The 7 Habits of Highly Effective People*. Simon & Shuster, USA.