



Quadrants of Time Worksheet

Instructions: Choose a day during the next week to complete this exercise. Throughout the entire day, take note of what you are actually doing (be honest!) For each different activity that you participate in, determine the Quadrant that that activity belongs to, and plot it on the map below. At the end of the day, complete the questionnaire on the next page.

| | Urgent | Not Urgent |
|---------------|--------|------------|
| Important | Q1 | Q2 |
| Not Important | Q3 | Q4 |



Quadrants of Time Worksheet, continued

End of Day Questions:

1. Did you get as much done as you had originally wanted to? YES NO

2. If not, why do you think you were not successful in completing all of your tasks? (Check as many as apply)
_____ I planned for too many goals - not realistic
_____ I got side-tracked by things I had no control over
_____ I got side-tracked and could have avoided it
_____ I procrastinated/socialized too long
_____ I underestimated the time/work needed to reach the goal
_____ Other. Explain: _____

3. In what Quadrant did most of your tasks fall? 1 2 3 4

4. What is the difference between where you believe your time should be spent and where your time is actually spent?

5. If you are a manager, answer this question: How can you apply the Four Quadrants of Time theory in helping others manage their time?

6. How can you manage up using the Four Quadrants of Time theory?

7. What did you learn from this exercise?