

QUESTIONS	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE
1. I spend much of my time on important activities that demand my immediate attention, such as crises, pressing problems, and deadline-driven projects.	1	2	3	④	5	6
2. I feel I am always "putting out fires" and working in a crisis mode.	1	2	3	④	5	6
3. I feel as if I waste a lot of time.	1	2	③	4	5	6
4. I spend much of my time on activities that have little relevance to my top priorities but demand my immediate attention (e.g., needless interruptions, unimportant meetings, noncritical phone calls, and e-mail).	1	2	③	4	5	6
5. I spend much of my time on activities that are important but not urgent, such as planning, preparation, prevention, relationship building, and self-renewal.	1	2	③	4	5	6
6. I spend much of my time on busywork, compulsive habits, junk mail, excessive TV, Internet trivia, games, etc.	1	2	3	④	5	6
7. I feel I am on top of things because of careful preparation, planning, and prevention.	1	②	3	4	5	6
8. I feel I am constantly addressing issues that are important to others but not to me.	1	②	3	4	5	6

Instructions:

1. Circle your response 1–6 to each of the eight questions on the previous page.
2. For each quadrant, add your responses for the questions indicated.
3. Fill in the area in each quadrant up to the number that corresponds to the total.

EXAMPLE:

Question 1 = 2

Question 2 = 4

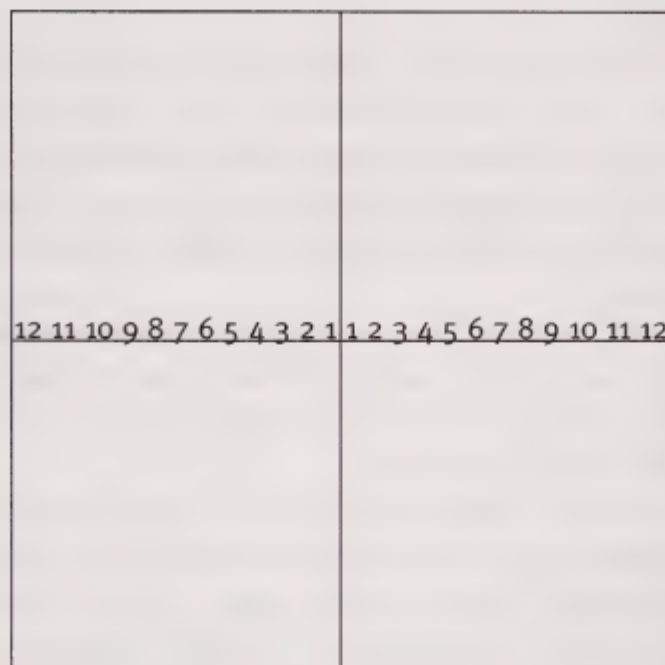
Total = 6



Question 1 = $\frac{4}{\quad}$

Question 2 = $\frac{4}{\quad}$

Total = $\frac{8}{\quad}$



Question 5 = $\frac{3}{\quad}$

Question 7 = $\frac{2}{\quad}$

Total = $\frac{5}{\quad}$

Question 4 = $\frac{3}{\quad}$

Question 8 = $\frac{2}{\quad}$

Total = $\frac{5}{\quad}$

Question 3 = $\frac{3}{\quad}$

Question 3 = $\frac{3}{\quad}$

Total = $\frac{6}{\quad}$

Highly effective people do not really manage time—they manage themselves. While most of the world spins around in Quadrant I, reacting to urgent matters and managing one crisis after another, people who spend a majority of their time in Quadrant II are leading balanced, serene, and ordered lives. They are planning and executing according to their highest priorities.

Highly effective people are able to manage themselves so well in relation to the precious resource of time because they live the 7 Habits, which are

and takes time, most people neglect it. Taking time to Sharpen the Saw is a fundamental Quadrant II activity that affects all the other habits. Spending time on personal development, prevention, relationship building, and planning are examples of Quadrant II activities, and require action.

MY PRIORITIES AND HOW I SPEND MY TIME

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Review your mission statement, roles and goals, and current weekly plan. What are your top three priorities for this week? These are your Quadrant II activities. Write them below.

1. get started on the final mgm project
2. finish this weeks labs for my other classes
3. find my planner

THE TIME MANAGEMENT MATRIX

IMPORTANT

NOT IMPORTANT

THE TIME MANAGEMENT MATRIX	
URGENT	NOT URGENT
I	II
III	IV

Did you meet your Quadrant II priorities? If not, why not?

I completed week 6 assignments for most of my classes, i finished the labs for my other classes and i did

not find my planner.

i dint finish wk 6 assignments for all my classes because i was extremely overwhelmed between work and

all my other classes i didnt get to this classes assignments.

In the space below, decide on a plan for how you will better meet those Quadrant II priorities next week. Write your plan in your chosen planning tool and schedule any appropriate tasks and appointments.

Ill have less hours at worked meaning ill be less overwhelmed so ill be able to catch up and get everything

done this week

PURPOSE

So, now you know where you are spending most of your time. Are you interested in raising the bar? Are you interested in pulling yourself out of Quadrants I, III, and IV and into Quadrant II? Let's figure out how you can do that.

Sometimes in your life you will go on a journey. It will be the longest jour-

I dont really know where my journey is takling me but i hope its taking me to a stable and stress free life.

Sometimes I cant figure out where to start when i have to much to do and it makes me overwhelmed.

I think that is an issue that arrises a lot. I feel like my purpose is to just be happy and to make as many people

happy as i can

Don't feel as if you are out of the ordinary if you struggle with this. Many people do. Many times, thinking about what your "first things" are can help move you along the path. Keeping your first things in mind, respond to the following questions:

1. Do you really want to pursue and follow your purpose? If so, why? If not, why not?

yes i do. My purpose is simple and easy and by fulfilling one part of it ill fulfill the other.

2. What is and isn't working in your life?

Id say that my time management skills are not working right now. I want to do things that i enjoy like play video

games but sometiumes i have to do things that that i dont want to like assignments im having a hard time

understanding or assignments i think are tedious...and i always have a hard time getting myself to do things

that i dont want to do.

3. What do you want to change about your life?

I want to be able to get done what i need to get done and not procrastinate and not put it off

so that i can do things i enjoy.

4. Before you become overwhelmed, list some *small* changes you can make right now instead of trying to take on everything at once.

i can try to always remember to take my adhd meds.

i can reward myself with doing whatever i want whenever im done with what i need to get done

5. Now that you've written down some of the "right now" things you can do, create several realistic, long-term goals and strategies that will move you forward on your journey. You may want to refer back to your goals from Habit 2.

Never get behind on work in my coming terms and eventually when i get a job.

6. How are you going to hold yourself accountable for following through on your goals and strategies?

that's a hard question to answer. maybe if i don't follow through by the end of next term i'll uninstall and block

one of my favorite games on my pc

Remember to listen to your inner voice to guide you along the path. Forget about what others think of your desire to change. Believe that anything is possible when you're "on purpose." Realize that everything happens for a reason when it is supposed to happen, but it's up to you to make it or break it!

VALUES

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When you were answering the questions about your purpose, did you find that some of your values cropped up? That's not surprising when you consider that your purpose is, in some ways, driven by your values. Time and life management (fourth-generation time management) recognizes that people are more important than things. It helps give direction and purpose to the way you spend each day. Do you live what you believe?

You are a disciple, a follower, of your own deep values and their source. And you have the will, the integrity, to subordinate your feelings, your impulses, your moods to those values.

—STEPHEN R. COVEY

Answer the following questions and explore any recurring themes.

1. What do you want to contribute?

I want to make myself and everyone around me less stressed and more happy

2. What interests you most?

creating websites and being happy

3. What do you feel passionate about?

my passions change weekly but ill always be passionate about creativity and making people happy

4. What is important to you?

my family and my own and there well being

5. What do you want to accomplish?

I want to have the least amount of stress possible and have a happy and healthy family

6. What do you believe in?

I believe that everyone has a purpose and that not everyone knows what there is but once you find it
your life becomes a lot simpler

7. What is your potential?

my potential is limitless and so is everyones the problem is weather or not your mentally strong enough to fulfill it

8. What do you stand for?

the happiness of those who deserve it

9. What values are most important to you?

family, happiness, and contentment

Are you beginning to get a feel for where you stand, what you value, and what your purpose is? It's never easy to take a good, hard look at one's life. Believing in something makes it possible. It doesn't necessarily make it easy. Going through this process will help you have a clear knowledge and understanding of what your highest priorities really are. The next step is to look at the roles you play and how you can balance them all.

ROLES

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There comes a point in many people's lives when they can no longer play the role they have chosen for themselves. When that happens, we are like actors finding that someone has changed the play.

—BRIAN MOORE

In Habit 2, you listed the roles you play each day. How do your roles tie in with Habit 3 and your first things? With your purpose and values? As you plan your week using your chosen planning tool, be sure you schedule activities in each key role.

Make a list of your key roles and jot down an activity you will schedule in the coming week for each of them. Remember, you may not have a specific task or appointment assigned for each role. You may list something such as

"Be a better listener" under your role as parent. The key question is, "What is the most important thing you can do in this role this week?"

1. Be a better student

Catch up on my assignments and submit this weeks work on time

2. Be a better boyfriend

plan a date for me and my girlfriend to go on

3. Be less stressed

catch up on my work and allow myself to relax

4.