

Things To Do

Staging/Ready

Doing

Urgent & Important

Not Urgent & Important

Urgent & Not Important

Not Urgent & Not Important

Holding Pen

Urgent & Important

Not Urgent & Important

Urgent & Not Important

Not Urgent & Not Important

Calendar Recurring Task

Monday

Tuesday

Wednesday

Thursday

Friday

Recurring Task Done

Hot Issues

Internal

Projects

Recurring

Personal Kanban

"Productivity system that's easy to get started with, only has two real "rules," and is designed to give you a simple, visual look at what's on your plate, what your priorities are, and what you've accomplished."

Covey Quadrants

Quadrant I is for the immediate and important deadlines.

Quadrant II is for long-term strategizing and development.

Quadrant III is for time pressured distractions. They are not really important, but someone wants it now.

Quadrant IV is for those activities that yield little is any value. These are activities that are often used for taking a break from time pressured and important activities.

Many people find that most of their activities fall into quadrant I and III. Quadrant II is often under used. Yet, Quadrant II is exceptionally important because one must work both tactically and strategically at the same time. Finding ways to expand Quadrant II activities is a common outcome from using this grid.