TIME MANAGEMENT QUADRANT WORKSHEET

Organize your tasks by urgency and importance.

Write each task in the quadrant where it best fits, then choose your next priorities.

IMPORTANCE: High / Low

PLAN

Not Urgent + Important

Tasks to schedule and protect time for.

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DO NOW

Urgent + Important

Tasks that need your attention first.

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ELIMINATE

Not Urgent + Less Important

Tasks to reduce, remove, or postpone.

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DELEGATE

Urgent + Less Important

Tasks to hand off, simplify, or limit.

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URGENCY: Low / High

TODAY'S FOCUS

1. My top 3 priorities: _____
2. One task I can delegate or delay: _____
3. One distraction I will eliminate today: _____

Small, intentional choices create momentum.