

## Covey's Prioritisation Quadrants

### THE QUADRANTS

Covey's 4 quadrants represent the time you have, so the size of this cannot be changed, but each quadrant can be changed, depending on how much time you spend in it. The general idea is to try and shift, according to importance and urgency.

You want to increase the amount of time you spend in the Quality and Personal Leadership quadrant number two, whilst reducing the time spent on others.

**Covey's Quadrants**  
 The 4 quadrants simplified are:  
**Q1:** Do it now – Manage  
**Q2:** Do more of – Focus  
**Q3:** Delegate – Limit  
**Q4:** Do NOT do – Avoid

Urgent – Due soon	Not Urgent – Not Due soon	Urgent – Due soon	Not Urgent – Not Due soon
<ul style="list-style-type: none"> <li>• Crisis</li> <li>• Medical emergencies</li> <li>• Pressing problems</li> <li>• Deadline-driven projects</li> <li>• Last-minute preparations for scheduled activities</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation/planning</li> <li>• Prevention</li> <li>• Long term goals</li> <li>• Exercise</li> <li>• Recognising new opportunities</li> <li>• Relationship-building</li> <li>• Pure recreation/relaxation</li> </ul>	<ul style="list-style-type: none"> <li>• Crisis</li> <li>• Medical emergencies</li> <li>• Pressing problems</li> <li>• Deadline-driven projects</li> <li>• Last-minute preparations for scheduled activities</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation/planning</li> <li>• Prevention</li> <li>• Long term goals</li> <li>• Exercise</li> <li>• Recognising new opportunities</li> <li>• Relationship-building</li> <li>• Pure recreation/relaxation</li> </ul>
<b>Q1 – Non-Value Adding Manage</b>	<b>Q2 – Value Adding Focus</b>	<b>Q1 – Non-Value Adding Manage</b>	<b>Q2 – Value Adding Focus</b>
<ul style="list-style-type: none"> <li>• Interruptions, phone calls</li> <li>• Ding "You've got mail"</li> <li>• Many "pressing" matters</li> <li>• Many popular activities</li> <li>• Unnecessary reports</li> <li>• Unimportant meetings phone calls, mail</li> <li>• Other people's minor issues</li> </ul>	<ul style="list-style-type: none"> <li>• Trivia, busywork</li> <li>• Junk mail</li> <li>• Irrelevant emails</li> <li>• Time washers</li> <li>• Poor planning</li> <li>• Personal disorganisation</li> <li>• Lack of self discipline</li> <li>• Procrastination</li> </ul>	<ul style="list-style-type: none"> <li>• Interruptions, phone calls</li> <li>• Ding "You've got mail"</li> <li>• Many "pressing" matters</li> <li>• Many popular activities</li> <li>• Unnecessary reports</li> <li>• Unimportant meetings phone calls, mail</li> <li>• Other people's minor issues</li> </ul>	<ul style="list-style-type: none"> <li>• Trivia, busywork</li> <li>• Junk mail</li> <li>• Irrelevant emails</li> <li>• Time washers</li> <li>• Poor planning</li> <li>• Personal disorganisation</li> <li>• Lack of self discipline</li> <li>• Procrastination</li> </ul>
<b>Q3 – Limit Waste</b>	<b>Q4 – Waste To Avoid</b>	<b>Q3 – Limit Waste</b>	<b>Q4 – Waste To Avoid</b>



Current State Map

Date:

Q1 - Non-Value Adding MANAGE	Q2 - Value-Adding FOCUS
Q3 - Waste to LIMIT	Q3 - Waste to AVOID



**Future State Map**

**Date:**

<b>Q1 - Non-Value Adding MANAGE</b>	<b>Q2 - Value-Adding FOCUS</b>
<b>Q3 - Waste to LIMIT</b>	<b>Q3 - Waste to AVOID</b>