



IV Quadrants

Map your typical week to the Eisenhower Matrix

HIGH

2

Relationship Building
Planning
Self care

Balance, Perspective
Calm productivity

1

Deadlines
Crisis management
Putting out fires

Stress
Burnout

IMPORTANCE

URGENCY

URGENCY

3

Trivia
Binge TV
Scrolling social media

Irresponsibility

4

Some meetings
Over-supporting others
Form filling

Feel victimised
Short term focus

IMPORTANCE

LOW

2

1

3

4



How Do I Spend My Time?

For a few days, analyse your activities. Any adjustments that would help?

Time	Activity	Role	Quadrant and Length			
			1	2	3	4
7:00 PM	SAMPLE - Exercise at Gym	Me		1.5		
6:00 AM						
6:30 AM						
7:00 AM						
7:30 AM						
8:00 AM						
8:30 AM						
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11:00 PM						
11:30 PM						
12:00 AM		Totals				