

QUADRANT CHARTS - WHAT ARE YOU DOING?

Are you DOING things because you WANT TO? Are you NOT DOING things that you WANT TO ? Reproduce the following grid and test what you are doing by putting them into each of the four quadrants.

DOING	List here things you are doing but do not want to:	List here things you are doing but do not want to:
	<ol style="list-style-type: none"> 1. 2. 3. 	<ol style="list-style-type: none"> 1. 2. 3.
NOT DOING	List here things you are not doing and consciously do not want to::	List here things you are not doing yet want to:
	<ol style="list-style-type: none"> 1. 2. 3. 	<ol style="list-style-type: none"> 1. 2. 3.
	DO NOT WANT TO DO	WANT TO DO

QUADRANT CHARTS - WHAT IS IMPORTANT?

Are you DOING things because they are Urgent? Or are you DOING things because they are Important?
 Reproduce the following grid and test what you are doing by putting them into each of the four quadrants.

IMPORTANT

NOT IMPORTANT

List here things that are Important but NOT Urgent:		List here things that are Important AND Urgent:	
1.		1.	
2.		2.	
3.		3.	
List things here that are NOT Important and NOT Urgent:		List here things that are Urgent but NOT Important:	
1.		1.	
2.		2.	
3.		3.	

NOT URGENT

URGENT