

**Managing Time & Tasks:**

**The 4 Quadrant Method**

This method of organizing your “to-do” list will help you to prioritize based on both the importance of a task and the deadline you must meet.

Brainstorm a list of tasks that need to be done, and determine the quadrant into which they fit. For example, preparing for an exam scheduled for next week is both important and due soon – a quadrant 1 item. A large project not due for six weeks would be a quadrant 2 item – important, but not due soon. Small or ungraded assignments due in the coming week would be quadrant 3 items – due soon, but worth a small overall portion of the grade for the class. A similarly minor assignment that is not due for several weeks would be a quadrant 4 item. Work your way through the quadrants beginning with 1.

Please note that this a \*time sensitive\* tool: what falls into quadrant 4 now might move to quadrant 1 as deadlines draw closer. It is important to reconsider your priorities periodically over the course of the term, perhaps each week as part of your planning process.

1. **Quadrant 1: Important and due soon – First Priority**
2. **Quadrant 2: Important and not due soon**
3. **Quadrant 3: Less important and due soon**
4. **Quadrant 4: Less important and not due soon – Lowest Priority**

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| --- | --- | --- |
|  | Due Soon | Not Due Soon |
| Important |  |  |
| Less  Important |  |  |

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