

# Four Quadrant To-Do List

## Overview of Four Quadrant To-Do List

- Divide your tasks among four separate quadrants to better prioritize tasks and avoid procrastination.
- Personalize your own definitions of important and urgent.

### Important & Urgent

Use this quadrant for immediate action and important deadlines.  
Example: edit paper due tomorrow

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### Important but NOT Urgent

Use this quadrant for long term and strategizing development.  
Example: Study for Exam 1 (two weeks away)

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### NOT Important but Urgent

Use this quadrant for time pressured distractions. They are not really important, but someone wants it done now.  
Example: grocery shopping

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### NOT Important and NOT Urgent

Use this quadrant for activities that yield any value. Use this to take breaks from time pressured and important activities.  
Example: scroll through social media

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References: Academic Success and Disability Services, University of Redlands; Covey, Stephen. <http://www.visionstoexcellence.com/stephen-covey-4-quadrants/>