

Focused and Control Matrix



Take the first steps to getting yourself focused and in control using Stephen Covey's 4 quadrants model, introduced as part of Habit 3, "Put first things first," and designed to help you become a more effective

1. Take your current schedule for the week and use the model to identify what quadrant each activity fits into.
2. Identify what's most important to you and what will have the most meaningful results. Ensure you are giving these items the most of your effort. Consider if there any activities in this area that are missing?
3. Notice where stress is coming from and your time wasters . Make the changes necessary remove these, politely delcine or reprioritise.

	URGENT	NOT URGENT
IMPORTANT	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important
NOT IMPORTANT	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important

Quadrant I – Important deadlines with high urgency. Tasks and responsibilities that need immediate attention. NB if you spend most of your time managing crises and problems, it'll keep getting bigger and bigger until it consumes you. This leads to stress, burnout, and constantly putting out fires.

Quadrant II – Long-term development and strategising, Items that are important without requiring immediate action. Long-term strategizing. NB working in this zone will really make the difference to your life and help you accomplish a lot more of what you want. This is where highly effective people focus the most.

Quadrant III – Distractions with high urgency. Tasks that are urgent, without being important. Minimize or eliminating these tasks as they do not contribute to your output. Do this by either delegating out to others or by politely saying No.

Quadrant IV – Activities with little to no value. These time wasters should be eliminated.