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Time management is the key to personal productivity and success of your business. There are a lot of time management strategies out there, but we found Steven Coveya e s four quadrants of time management to be the most effective. It focuses on the daily activities that are most important for you to identify the areas that you can spend your time when you are not effective. What are the four quadrants of time management? Each quadrant has a different property and will help you to prioritize your tasks and responsibilities. The quadrants are: Quadrant 1: urgent and important Quadrant 2: non-urgent but important Quadrant 3: Urgent but not important is Quadrant 4: It's not urgent and not important is the model of the four quadrants categorize each activity, responsibility or based on its urgency and importance of the relationship. The goal of using this model is to enhance both personal and professional relationships and promotes growth and accomplishment. This is the emergency dial, where you release your responsibility and focus on solving these urgent issues. A lot of people can spend their entire lives in this quadrant. This is where the term running round like a headless chicken is. If you spend much time in this quadrant, then it starts to control you life, and you'll find you're only reacting to what life gives you, instead of planning and prevention. We get through a lot of work in this quadrant, but we will never improve our work or life and spend for a long time now we can bring back. This is the quality Dial, the idea of this quadrant is to make life easier and more fun in the long run. To move forward, you need to spend time in non-productive areas such as planning, prevention and preparation for what life can throw at you. By working effectively in this area, it means that when you get busy will not suddenly surprise and shock. Youâ e ll be able to work in a more effective and with a clearer head. Another way of seeing this quadrant is the quadrant to work on your business, this doesnâ e t produce any income, but working on your activity makes working in your business easier. This is the face of distraction, all those urgent issues that come to your attention that shouldnâ e t do with. These could include, calls unnecessary calls, interruptions, some e-mails that you shouldnâ e t be the answer too, meetings Donâ t get anything. These tasks tend to divert time away from important issues of your day. This is the quadrant of waste. We end up moving in here by chance and you can easily consume hours of our day. Examples of this activity can be procrastination, checking social media and scrolling through emails Christmas catalog. Our brains love to spend time in these areas because e ita s easy and doesnâ e t require any mental abilities. EA e difficult to distinguish between the quality of the dial and the dial of waste. Mindless tasks such as scrolling through social media can be put in the quality quadrant when youâ e re using it as a way to take a break or in the quadrant of the waste, if you use it to avoid other activities into your day. When it comes to being efficient, management Stamper Stephen Coveya e s time makes it easy to see what a Needa to do with your time and attention. Covey is the author of The Seven Habits of Highly Effective People and First Things First I came across these principles as I was studying what separates the highly productive people from all others: It's How Stati able to give the priority their work quickly, and get the most done? [Ninja-popup ID = 6780] [/ Ninja-popup] Herea s A photo and a brief overview. Matrix time management, quadrant 1 diagram (at the top left) We have important articles, urgent articles to, which must be addressed immediately. In Quadrant 2 (at the top right) we have important elements, but not urgent articles to which they are important, but do not require immediate attention, and e Be planned for. A, this quadrant is highlighted because Covey emphasizes this is the dial that we should focus on achieving long-term goals in Quadrant 3 (left below) we urgently, but not very important articles A e Items to which it must be Minimized or eliminated. These are the time sucks, the scarce planning from you does not constitute an emergency situation on my party variety of tasks. In Quadrant 4 (bottom right), we have non-important articles elements and, moreover, not urgent well DoA e at must be at any time soon, maybe they add little or no value and Alsoa should be minimized or eliminated. Is these They are often trivial leaks of time as well as providing text examples, among other things, it is going to have some fun and illustrate elements from each dial of the time management matrix using one of my favorite comics, XKCD. Quadrant 4 Non-urgent and not important clearly, it is not urgent, it is not important to and a clear time loss. A, time wasters other time include: mindless web browsing too much television surf / channel for the sake of zapping quadrant 3 A e e urgent and not important my favorite examples, although I could choose more to others to urgent activities that add little or no calls telephone number that are out of theme e-mail that you must answer immediately or lose value (A e you want a little donuts? I have a little in my office! A e) Quadrant 2 not urgent and important your general health It's something you can take for granted today, and they cannot see urgency in dealing with a long-term but we know it's supreme importance. There are some other important but not urgent things, the things that fall into this quadrant so: exercise review your career path maintaining relationships with the family / friends quadrant 1 to urgent and important perhaps not quite rational, but at least the His prioritâ are in order. A, other examples: real emergency family, difficult deadlines for important projects and now? Ready to take a look at your business on the matrix and learn a simple way to build the momentum towards the right tasks? [Ninja-popup ID = 6780] Click here to download your copy of the Maximizer matrix [/ Ninja-popup]. EA e s A free PDF guide You can use to specify exactly what activities you make every day and then quickly blend to build towards things that matter more. The best part is that ita s rapid even the most challenging among us can put this to work for them in their lives in a few minutes. [Ninja-popup ID = 6780] [/ Ninja-popup] Enjoy this article? You would have to have this and share with your friends, or do not hesitate to share how plus you like using this shortened link: â, we get all the same 24 hours in a day as well as it is Is it possible that some people are able to achieve much more than the rest of the population? And how can you start doing the same? An effective principle to do so comes from Stephen CoveyA e s Bestseller, The 7 habits of highly effective people. Although it was originally published in 1989, many of the ideas to achieve success are still very relevant. Especially, Stephen CoveyA e s 4 quadrants or time management matrix. Using Stephen CoveyA e s 4 quadrants youâ e ll be able to program your week according to whatA e s more important for you and what will have the most significant results. EA e s introduced as part of the rule 3, to insert things first, â, and ita s designed to help you become a more effective self-manager. A, the challenge is not to manage time, but to manage urselfes.A e A A. Stephen Covey Note: Stephen CoveyA e s 4 quadrants are also indicated for management Time or EisenhowerA e s important principle. As you can see, the two main criteria on which tasks are evaluated are urgent and importance. 4 quadrant explained quadrants 1 A e urgent and important Quadrant 1 activities It is articulated into things that could not have been perforen and things that could have, if they were foreseen for. Quadrant 1 would only contain those activities activities Responsibility that require your immediate attention. Space is reserved for emergencies and extremely important deadlines. The problem is if you spend most of your time to manage crises and problems, continue to become bigger and bigger as long as you don't consume you. This leads to stress, burnout and constantly putting fires. Dial 2 A e â,~ "not urgent, but the important dial 2 includes things that are not urgent now but important. Things like strategic planning, the construction of relationships, exercise, preparation, education and other activities of personal development - all the things we know we have to do, but somehow rarely move to do actually, because they don't feel urgent. Quadrant 2 activities are the ones that really will make the difference for your life and help you Realize much more than what you want. It here that very effective people focus more. Dial 3 A e â,~ ~ urgent but not important The third dial contains objects that seem to have a high urgency, but they are not at all Important. This would be stuff like interruptions, some meetings and phone calls. Ideally you want to eliminate the whole Dial 3 delegating the others or saying politely not. If you are constantly interrupted by others, it could be an idea to create a designated time to deal with such things are all in one to save yourself. Dial 4 A e â,~ "Non urgent and not important Quadrant 4 activities are basically to waste activities that are not urgent and do not offer any value. Quadrant 4 is all about surfing on the Internet, wasting time by leafing through social media, Looking at the endless hours of TV. While everyone needs some time a bit of time and I understand the evasion of the mintism is better to have the one programmed for your list to do. Where to spend most of yours Time? If you like most people probably spend most of your time in activities that fall into the dial 1 or in Quadrant 3 because they are urgent. Covey writes: A e â,~ "The issues are usually visible. We expect on us; They insist on the action. They are often popular with others. Usually they are right in front of us. And they are often pleasant, easy, fun to do. But so often they are not important! A, â,~ Quadrante 2 Activities, on the other hand, does not have the same immediate consequences, so it is less inclined to participate in them. A e â,~ "The key is not to give the priority to what your program means, but to plan your priorities. Stephen Covey If you spend more time on Quadrant 2 Activities now when they are not urgent minimizes minimize the number of Quadrant activity 1 In the future. A great example of this is exercising. Everyone knows that it is important to practice but so few people do because it is not urgent now. But if you don't practice now, in the end it could become urgent if you have A heart attack. Then you end up passing even more time in Quadrant 1 who deal with all health problems that came as a result. Furthermore, when you focus on Quadrant 2, it means you are thinking in advance, working at roots and Prevention of the crises to happen first! This helps you implement the Pareto principle, 80% of your results comes from 20% of your time. How to use the time matrix the purpose of using the MAT Rice of time management is to question if certain activities get closer to your goals or not. If they do then they must be priorities for activities that may require your time but do not actually contribute to achieving your goals. In this way you will finish achieving much more than what you want in your life and in the end to be more satisfied. There are many ways to use the time management matrix Your life, but here there are 3 ideas you can start using now: Prioritize your list of things to do You can use the 4 quadrants to give priority to your list of things to do. Just go through your list of activities and identify as a dial in which everyone falls below. Then make sure you focus concentrate of your time to make activities that fall under the quadrant 1 and 2. try to delay, delegate or eliminate everything that falls under dial 3 and take effective measures to minimize distractions that could fall into the dial 4. I want to clarify a little "Planned escapism or abatement time is not a bad thing, providing its planned. What most people tend to do is just allow all those activities to distract them during the day and then wonder where it went all the time. A weekly review uses Steven Covey's time management matrix to review exactly how your time is spent so that you can identify where you can make changes for the next week. Create 7 empty copies of the time management matrix. Record your daily activities in each quadrant and the time spent for each at the end of the day. Do this for every day of the week. At the end of the week calculates the total time spent in each quadrant. The goal here is not to judge you but to make you aware of where you spend most of your time and because. Are there any improvements you can do? Can you set up some systems or find a better way to do things? A visual reminder A third way to use Stephen Covey 4 Quadants is to print the image below (you can find a lot on Google images) and attach it somewhere to remember and train constantly where you should spend most of yours weather . Stephen Covey 4 Dials: the main Take Away The main takeaway here is stepping back so you can see the difference between how you should spend your time and how to spend your time. So you can make a plan to adjust your program in order to assign more time and energy to activities that actually produce long-term results, instead of those who will produce results five minutes later. As a result, Covey says, ended with less quadrant activity 1 to deal with: A e â,~ "Our crises and problems are narrowed to manageable proportions because you thought in â e

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