

Name: Emily Woods

Date: _____

Time Quadrants

Think about how you have spent your time in the last few days. What sorts of tasks and activities occupied your time? What took up most of your time? School? Work? Homework? Watching TV? Reading? Computer games? Hanging out? Chores? Write down everything that occupied your time in the appropriate quadrant below. Do most of your activities fall into one particular quadrant?

Urgent

Not Urgent

Important

Homework
School
Chores
Reading
Getting good grades
Sleeping

Friends
getting my drivers license
enjoying life

Not Important

going outside
getting a pet gold-
fish

Hanging Out
Watching T.V.
Computergames