

# QUADRANT II TIME MANAGEMENT WORKSHEET

**Urgent**

**Not Urgent**

<p><b>I</b> <b>m</b> <b>p</b> <b>o</b> <b>r</b> <b>t</b> <b>a</b> <b>n</b> <b>t</b> <b>a</b> <b>n</b> <b>t</b></p>	<p><b>I</b> NOW</p>	<p><b>II</b> Long-Term Vision</p>
<p><b>NOT</b> <b>I</b> <b>m</b> <b>p</b> <b>o</b> <b>r</b> <b>t</b> <b>a</b> <b>n</b> <b>t</b> <b>a</b> <b>n</b> <b>t</b></p>	<p><b>III</b> Deceptive</p>	<p><b>IV</b> Time Wasters</p>