

Q2 Management

This framework is based on Stephen Covey's Time Management Matrix. The aim is to realize the percentage of time you spend on each quadrant and discover ideas to increase your time in Q2.

Stephen Covey's Time Management Matrix

From the book "The 7 Habits of Highly Effective People"

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant 1</p> <ul style="list-style-type: none"> • Project deadlines • Meetings • Emergencies • Crisis 	<p>Quadrant 2</p> <ul style="list-style-type: none"> • Education • Define long term goals • Time management • Build relationships • Planning • Diet and exercise
NOT IMPORTANT	<p>Quadrant 3</p> <ul style="list-style-type: none"> • Accepting meetings you don't need to attend • Checking your email • Allowing interruptions like phone calls • Reports 	<p>Quadrant 4</p> <ul style="list-style-type: none"> • Social media • Time to relax • TV • Time wasters • Unimportant mail

Try to list all the activities you are currently doing, locate them under the correct quadrant and put an X on the more suitable adjective to describe them.

	ACTIVITIES	Booster	Neutral	Drainer
QUADRANT 1				
QUADRANT 2				
QUADRANT 3				
QUADRANT 4				

Try to analyze your current situation in your week. What percentage of time do you spend in each quadrant?

QUADRANT 1	%
QUADRANT 2	%
QUADRANT 3	%
QUADRANT 4	%

Now think about an ideal future distribution of your time. The objective is to maximize your time in Q2. Also, list the activities you would need to conduct to deliver this.

	%	ACTIVITIES
QUADRANT 1	%	
QUADRANT 2	%	
QUADRANT 3	%	
QUADRANT 4	%	