

- ✓ Learn to better manage your time using the 4 quadrants below
- ✓ Categorise your activities based on their importance and urgency
- ✓ Activities should be prioritised based on **IMPORTANCE** and not urgency

## URGENT

## NOT URGENT

IMPORTANT

### QUADRANT 1

Tasks that are **URGENT & IMPORTANT**

- Needs to be done immediately
- Usually completed last minute

#### EXAMPLES



Emergencies & crises



Last minute preparation

#### OUTCOMES



Stress



Anxiety



Burn-out

#### TIPS

##### REDUCE

It can be reduced through planning and preparation.

### QUADRANT 2

Tasks that are **NOT URGENT & IMPORTANT**

- Planning & preparation
- Important tasks become less urgent

#### EXAMPLES



Planning schedules



Setting goals



Pre-reading before classes

#### OUTCOMES



Better control



Improve well-being

#### TIPS

##### INCREASE

Make more time for this quadrant by saying "NO" to other offers and demands.

NOT IMPORTANT

### QUADRANT 3

Tasks that are **URGENT & NOT IMPORTANT**

- Fulfil what others think as urgent
- Not moving forward to your goals

#### EXAMPLES



Small talks unrelated to goals



Meeting others' priorities & expectations

#### OUTCOMES



Short-term focus



Feeling out of control

#### TIPS

##### MANAGE

Remind yourself that it is okay not to respond to others' requests immediately.

### QUADRANT 4

Tasks that are **NOT URGENT & NOT IMPORTANT**

- Pulls you further away from your goals

#### EXAMPLES



Surfing social media



Playing online games



Gossiping

#### OUTCOMES



Seen as irresponsible



Highly dependent on others

#### TIPS

##### LIMIT

Be aware and limit the amount of time spent on these activities.



#### TIPS

How do we make more time for quadrant 2?



Say "NO" to other offers, requests and demands:

**Be Polite but Firm**  
Avoid beating around the bush. It will lead to unclarity and get others' hopes and expectations up.

**Say "I decided not to do it"**  
instead of "I can't do it". You have a choice to decide what you do.

**Practise saying 'No'**  
Remember to be polite but firm. When you decided to say 'no', offer an explanation when necessary

What if you do say "Yes"?\_1

1

Learn about your role and responsibility

2

How much time does the task requires?