

Taking Stock

Planning for the next phase of your business.

Learning how to use your time wisely is one of the critical keys to business success. Learning to stop being distracted by the 'squeaky wheel' requires practice. The more time you spend on Quadrant II activities the further ahead of your daily tasks you can get. And the less time you spend on Quadrant IV, the better. Quadrant I activities can increase your stress levels. Quadrant III activities will increase your frustration levels.

Time/value matrix: Prioritizing your activities

	High Value (Very important)	Low Value (Not important)
Urgent	I. Has to be done now! "Click here to add activities."	III. Gotta minute? "Click here to add activities."
Not Urgent	II. I really should... "Click here to add activities."	IV. Time Wasters "Click here to add activities."

Adapted from *First Things First*, Stephen Covey