



Time Management **Tactical Exercises**

- 1** Consider the Four Quadrants of Prioritization below that was presented in the Low Stress Success workshop.
 - 2** Take time to identify several values or priorities both in your personal and work life.
 - 3** When you are finished, answer the following reflection questions.
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 How would you classify your current life and work priorities in the Four Quadrants?

 Did your classifications surprise you? If so, which ones?

 Do your quadrant classifications require a shift in your strategy to better accomplish priorities, especially your Not Urgent/Important items?

 How can your company better focus on and accomplish Not Urgent/Important priorities?
b How can your company begin to diminish the role of Urgent/Important strategies and tasks?

Four Quadrants of Prioritization

