



PEOPLE SKILLS: **ORGANIZED**



FOCUS ON WHAT'S IMPORTANT

Stephen Covey, author of the *7 Principles of Highly Effective People*, suggests that people spend time in four ways, outlined in this matrix. Every task falls into one of the four categories or "quadrants." If you can learn to manage the quadrants and focus on the important but not urgent quadrant you will be more productive.

<p>IMPORTANT AND URGENT</p> <p>MANAGE</p> <p>CRISES & PRESSING PROBLEMS</p>	<p>IMPORTANT NOT URGENT</p> <p>FOCUS</p> <p>ON STRATEGIES & VALUES</p>
<p>URGENT NOT IMPORTANT</p> <p>AVOID</p> <p>INTERRUPTIONS & BUSY WORK</p>	<p>NOT IMPORTANT OR URGENT</p> <p>LIMIT</p> <p>THE TRIVIAL & WASTEFUL</p>

Add 3 or 4 tasks to each quadrant below. Then consider how you could move more of your tasks into the *important but not urgent* category and limit tasks that are *not important or urgent*.

<p>IMPORTANT AND URGENT</p>	<p>IMPORTANT NOT URGENT</p>
<p>URGENT NOT IMPORTANT</p>	<p>NOT IMPORTANT OR URGENT</p>

85% OF YOUR CAREER/WORKPLACE SUCCESS DEPENDS ON YOUR PEOPLE SKILLS.