

Quadrants of Energy

In this exercise, we will identify what is truly important to better align time, attention, and resources in ways that are sustainable and drive vision.

Look over the 4 Quadrants, then fill in the blank chart on the back as you see your current time being used.

1

Important + Urgent

**EMERGENCIES | DEADLINE DRIVEN
| ESSENTIAL**

Anything that is important to you and your organization's well being and is time sensitive.

- Emergency Situations
- Medical Care
- Job Deadlines
- Life Sustaining Measures: Water, Sleep, Food

Long-term Results: Stress, burn-out, crisis management

Need: clarity, time limits, empowerment, community

2

Important + Non-Urgent

**DEVELOPMENT | MENTALLY, EMOTIONALLY
STIMULATING | PREVENTATIVE**

Anything that is important and meaningful to you, your purpose, and your relationships (professional/personal). It is neither time-sensitive or urgent.

- Wellness: exercise, nutrition, meditation
- Education and Development
- New interests, products or processes
- Building: relationship, organization, future
- Exploring and travel

Long-term Results: perspective, balance, discipline, control, ability to handle crisis

Need: space, time, self-discipline, vision

3

Unimportant + Urgent

**OBLIGATIONS | FALSE RESPONSIBILITY
DRIVEN | PUSHES BOUNDARIES**

Anything that is not moving you in a purposeful direction. Usually fueled by a sense of obligation, guilt, and pressure from others or a need to take control of the outcome.

- Obligations that are your responsibility, but are not life-giving
- Proximate, pressing matters
- Completing/redone others' work+responsibilities
- Mediocre Refreshment: Fast-food, grazing without real sustenance

Long-term Results: short-term focus, crisis management, disengagement, see goals and plans as worthless, resentment toward team members, victim mentality

Need: clear boundaries, communication, training, re-prioritization, feedback loop

4

Unimportant + Non-Urgent

EXCESS | TIME WASTING | AVOIDANCE

Anything that is not inspiring, refreshing, or connecting you to joy and purpose. It is not time-sensitive and does not contribute to your well-being or that of the organization.

- Sorting, organizing, cleaning to avoid real work
- Excessive time investment: scrolling social media, binge watching, gaming
- Sleeping, inactivity
- Unhealthy consumption: junk food, sugar, alcohol, substances

Long-term Results: low self-esteem, dependency on others, irresponsibility, crisis management, disconnection

Need: self-discipline, focus, accountability, professional support

Priority Mapping

Fill in the chart based on how you see your current time being used. Next, work through the following six questions:

- Are the activities in #1 reasonable given your capacity? If not, what can be eliminated or delegated?
- What activities in #3 are not truly your responsibility or represent a lack of empowerment/training for others?
- How can you resolve this?
- Identify (3) elements in #3 that could be eliminated or delegated
- Are there any "passionate pursuits" missing in #4? What boundaries can you set to ensure you have space for these?
- Identify any destructive habits in #4. Who can you trust to help you refocus this time and/or provide accountability?
- Who on your team can you work with to re-prioritize #1 and/or #3 activities that are not your responsibility?

1

Important + Urgent

EMERGENCIES | DEADLINE DRIVEN | ESSENTIAL

2

Important + Non-Urgent

DEVELOPMENT | MENTALLY, EMOTIONALLY
STIMULATING | PREVENTATIVE

3

Unimportant + Urgent

OBLIGATIONS | FALSE RESPONSIBILITY DRIVEN
| PUSHES BOUNDARIES

4

Unimportant + Non-Urgent

EXCESS | TIME WASTING | AVOIDANCE