

Figure 2 – Time Quadrant Chart

	URGENT	NOT URGENT
IMPORTANT	<p>? DECIDE WHAT TO TAKE ON BASED ON EVIDENCE, NECESSITIES OBLIGATIONS</p> <ul style="list-style-type: none"> • Manage crises • Address pressing problems • Deal with emergencies • Complete deadline driven projects • Attend required meetings • Resolve student discipline issues • Mediate parent and community issues <p>I % of time spent</p>	<p>GO! QUALITY LEADERSHIP LONG TERM TIME SAVERS</p> <ul style="list-style-type: none"> • Prepare for supervisory visits • Collect and analyze student and teacher data • Prevent crises by proactive stance • Plan for student achievement • Build relationships within whole community • Empower teachers • Conduct formative supervision of teachers • Conduct summative evaluation of teachers • Be visible to students, teachers, parents • Build a Professional Learning Community • Keep up with professional reading • Participate in professional organizations • Grow professionally; be a lifelong learner • Take care of own health and well-being <p>% of time spent II</p>
NOT IMPORTANT	<p style="text-align: center;">CAUTION!</p> <p>DECEPTIVE ACTIVITIES THAT APPEAR IMPORTANT AT THE TIME BUT ARE NOT PRODUCTIVE</p> <ul style="list-style-type: none"> • Interruptions in person, by phone, by email • Some phone calls • Some U.S. mail and email • Unplanned meetings <p>III % of time spent</p>	<p style="text-align: center;">STOP!</p> <p>NON CONSTRUCTIVE TIME WASTERS, TIME ABUSERS</p> <ul style="list-style-type: none"> • Trivia • Busywork • Escape activities • Irrelevant mail • Excessive TV <p>% of time spent IV</p>