



301

**ADVANCED TIME  
MANAGEMENT**

**STEVE SHAW UNIVERSITY**



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# STEVEN CONVEY - FOUR QUADRANTS

## MANAGE

Crises & Pressing Problems

**1**  
Demand + Necessity  
Daily Are Fighting  
Be Quick to Delegate

**IMPORTANT & URGENT**

## FOCUS

ON Strategies & Values

**2**  
Opportunity + Planning  
Keep Critical Thinking  
Consider The Macro

**IMPORTANT & NOT URGENT**

## AVOID

Interruptions & Busy Work

**3**  
Illusion + Deception  
Not Your Emergency  
Minimize Investment

**URGENT NOT IMPORTANT**

## LIMIT

The Trivial & Wasteful

**4**  
Escape + Waste  
Entertainment Only  
Use No Minimize Stress

**NOT IMPORTANT**



# STEVEN CONVEY - FOUR QUADRANTS

Go back and identify your list of tasks and select the proper quadrant for each item



## Example Q1 High Important High Urgency (Crisis Mode)

Forgot to call customer - Upset customer - Recheck - No Stock Order - Out of stock - Misplaced keys - Crash car

## Example Q2 High Important Low Urgency (Making Money)

Process - MPI - Walk around - Email - Text message - Active Delivery - CSI follow up

## Example Q3 Low Important High Urgency (Someone Stealing My Money)

Lost key - Lost paperwork - Warranty administrator questions  
- Repeated questions by porters etc..

## Example Q4 Low Important Low Urgency (Wasting My Own Time)

Facebook - Smoking - Wandering



# STEVEN CONVEY - FOUR QUADRANTS

**IMPORTANT**

**URGENT**

**CRISES**

**QUADRANT 1**

**NON - URGENT**

**GOALS &  
PLANNING**

**QUADRANT 2**

**NON-IMPORTANT**

**QUADRANT 3**

**INTERRUPTIONS**

**QUADRANT 4**

**DISTRACTIONS**





# SUCCESS

## WHAT BRINGS YOU JOY

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## HOW DO YOU DEFINE SUCCESS

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## WHAT TASKS CAN YOU ELIMINATE OR DELEGATE

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Saying yes to one item - Means saying no to another - Focus -  
Remove time wasters - Add value - Balance joy

5:00

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6:00

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7:00

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8:00

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9:00

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10:00

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11:00

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12:00

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1:00

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2:00

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3:00

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4:00

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5:00

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6:00

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7:00

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8:00

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# CREATE HIGHLY EFFECTIVE HABITS

- 1.** Set and review goals daily (10 + times)
- 2.** Prioritize sleep (energy, lunch, naps, breaks)
- 3.** Schedule workouts (do it - take a walk)
- 4.** Reading (successful people do this - learn something new, YouTube)
- 5.** Schedule email, voicemail, turn off cell phone
- 6.** Do what you say YES to
- 7.** Say NO when it's not a fit (it's OK)
- 8.** Be disciplined for focus time (put your phone away)
- 9.** Be surrounded by positive influences (5 people)
- 10.** Prioritize me time (date night, Netflix, FB)



## DEVELOP YOUR PLAN OF EFFICIENCY - GO FORWARD

1.

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2.

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3.

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Pick 1, 2, or 3 items (max) to focus on to deliver the perfect day, more balance, leadership, or joy to your day, family and team. Too many items is a recipe for failure. Keep it simple and be consistent with these small steps that will have a great impact on performance.



# CONTACT

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