

Advisory
Balance Kick Off
Academic Lesson – Quadrant Planning

Intro: In the elementary you learned about the 7 habits. (Prompt as needed)

- Be proactive
- Begin with the end in mind
- Put first things first
- Think Win-Win
- Seek first to understand, then to be understood
- Synergize
- Sharpen the Saw

Stephen Covey, the author of the 7 habits, gives us some pointers on how to prioritize & get the most done. It is a matrix that can help you put first things first.

	Urgent	Not Urgent
Important	Kitchen fire Final day to sign up for lunch Car accident	Exercise Ploting out classes Maintaining connections
Not Important	Text from best-ie Extra pizza in yurt Friend asked you to drop off their overdue library bks	Pinterest Surfing Excessive gaming Reading Facebook gossip

Activity: As a house, go through each example & guide the students to placing the correct senarios into the logical quadrant.

Stay on topic, they will try to pull you away with ‘justifications.’ This is not the purpose.

During placement, emphasize the following points:

Quadrant 1- these things need to be dealt with immediately.

Quadrant 2 – these things are important but don’t require immediate attention & need to be planned for.

Quadrant 3 – These things are urgent, but often occur due to poor planning. These things should be minimized or eliminated.

Quadrant 4- These things don’t have to be done anytime soon, and are often trivial time wasters.

Wrap up: Which quadrant should we focus on? Why? Which should we avoid. Why?

Don’t live your life in Quadrant 1. This is a high stress quadrant.

Some people spend a lot of time in Quadrant 3. They think the tasks are important. Don’t fall into the trap of other people’s lack of planning imposing upon you. Ask yourself “Is this task related to my goals? Does it make a difference to me?”

Quadrant 4 is a place of waste. Be mindful of how much time you spend here.

Quadrant 2 is where we want to focus our time & efforts. It’s a place of quality & leadership. Time spent here is the most productive.

If time, have them create their own quadrant with this week’s activities & items.