

Enterprising fundamentals

Business



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Enterprising Fundamentals Enterprising Fundamentals Based on Steven Covey's Four Quadrant of Time Management, four types of problems could be categorized according to: (1) urgent and important; (2) important but not urgent; (3) urgent but not important; and (4) not urgent and not important (Covey, 1989). Specific personal examples that were encountered for each type are as follows:

- (1) Urgent and Important: The need to review for a major examination scheduled for tomorrow is urgent and important; especially if not enough time was allotted to prepare for the exams.
- (2) Important but Not Urgent: The time to address attending to one's health through exercises and balanced diet are important but not considered urgent because it takes a whole lifetime and a way of life to develop the appropriate regimen for this.
- (3) Urgent but Not Important: An appropriate example for a typical problem or situation faced in this quadrant is being led to go on a shopping due to offer of promotions or discounts. This is urgent because it has a time frame that expires. However, it is not important especially when one decides to shop for things that are not needed.
- (4) Not Urgent and Not Important: A most contemporary situation that one faces under this quadrant is wasting time searching online through the computer without important objectives. One could also be unconsciously spending too much time watching TV and not accomplishing tasks that need to be done first.

These are the examples of problems that fall under time management, where prioritizing tasks depending on the urgency and importance would address the appropriate solution to the identified problems.

Reference

Covey, S. (1989). *Seven Habits of Highly Effective People*. White Dove Books.