

**Activity 49-A**  
**Time Management Effectiveness with The**  
**“Quadrant Manager” System**  
Increase Your Productivity by A Factor of Four

Diagram out on this page or 3x5 index cards the four-time responsibility areas and then identify only the top three most important items for each after this session (consider it from the perspective if you could only work on or complete three items in each quadrant for any reason it does not matter, what three [for a maximum of twelve items] would they be).

Then develop a personal “Marketing Quadrant Manager System” and “Selling Quadrant Manager System” of action items that you can commit to for the next week.