

The Eisenhower Matrix

Use the Eisenhower Matrix to prioritize tasks by urgency and priority.

QUADRANT 1

Dealing with highly urgent and high-priority situations is necessary. However, it is draining and, therefore, not ideal in the long term.

QUADRANT 2

Quadrant 2 carries essential tasks. You can plan your tasks in this phase and anticipate situations, possibly preventing them from falling into Quadrant 1.

QUADRANT 3

Tasks on quadrant 3 are equally important. However, considering the urgency, think of delegating the tasks to another person.

QUADRANT 4

Quadrant 4 is the Distraction quadrant. Time spent here is wasted in the productivity sense. Rethink your tasks again!



Cowgers Framework 4 Quadrant Graph

Catherine Simmons



Cowgers Framework 4 Quadrant Graph:

Strengths-Based School Counseling JohnP. Galassi, 2017-07-05 Despite calls for a more preventive and developmental mode of functioning school counseling has tended to be driven by a reactive and sometimes crisis orientation Like social workers and school counseling and clinical psychologists school counselors typically function to alleviate deficits often in a small percentage of the students they serve Although this orientation has served school counselors well in many instances it is not empowering it does not serve all students and it does not replace those deficits with the type of positive characteristics and abilities that schools are attempting to develop This is the first book to provide a comprehensive look at the theory research and intervention strategies that comprise a strengths based developmental approach to school counseling In keeping with ASCA recommendations the Strengths Based School Counseling SBSC framework discusses academic personal social and career development outcomes for all students at the elementary middle and secondary school levels Other key features include integrative framework SBSC builds upon contemporary research from a variety of areas school counseling developmental psychology school psychology education positive psychology resiliency and social work evidence based interventions detailed examples of successful evidence based interventions and environments are presented at the elementary middle and high school levels for each major developmental area academic personal social and career identified in ASCA s National Model readability and pedagogy beautifully written the text includes lists of key points tables of student strengths illustrative examples and student exercises

Direct Social Work Practice Dean H. Hepworth, Ronald H. Rooney, Jo Ann Larsen, 2002 This text prepares social work students for effective work in the field through proven learning experiences that are as close to real life practice as they can get from a textbook The book has long been praised for the rigor of its theory It is regarded as the classic and best source for helping students learn direct social work practice skills The book integrates the major theories and skills that direct social work practitioners need to understand and master Consisting of four parts the book begins by identifying the mission of social work its values and knowledge base The authors then differentiate generalist from direct practice and explore roles of direct practitioners Common elements amongst diverse theorists are then examined while key intervention strategies and various client population and practice settings are presented Specifically Part One provides the foundational values and knowledge base material Part Two is devoted to the beginning phase of the helping process Part Three addresses the middle phase goal attainment strategies and Part Four clarifies the termination phase of direct practice

Tools for Strengths-Based Assessment and Evaluation Catherine Simmons, 2012-11-08 Traditionally assessment and evaluation have focused on the negative aspects or deficits of a client s presentation Yet strengths health and those things that are going right in a person s life are key protective factors in the prevention and treatment of many mental health problems Thus measuring strengths is an important component of a balanced assessment and evaluation process This is the first compendium of more than 140 valid and reliable strengths

based assessment tools that clinicians researchers educators and program evaluators can use to assess a wide array of positive attributes including well being mindfulness optimism resilience humor aspirations values sources of support emotional intelligence and much more These tools provide a clear picture of an individual's strengths while being easy to complete score and interpret The scales and instruments included are consistently formatted are organized according to construct measures and include tools for working with adults couples families children and special populations They represent a wide range of theoretical approaches and were written by a diverse array of professionals including social workers psychologists nurses physicians and sociologists Partial List of Instruments Adult Dispositional Hope Scale Assessing Emotions Scale Flourishing Scale Five Facet Mindfulness Questionnaire Positive States of Mind Scale A Measure of Expectations for Partner Multidimensional Sense of Humor Scale Parenting Sense of Competence Scale Personal Wellbeing Index Proactive Coping Inventory Psychological Empowerment Scale Stress Related Growth Scale Social Wellbeing Scales Wellness Beliefs Scale *The Journal of Baccalaureate Social Work* ,1998

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