

	Covey's Time Management Matrix	
	Urgent	Not Urgent
Important	<p>Urgent and Important Quadrant #1: Necessity Key Action: Manage</p> <p>Common Activities</p> <ul style="list-style-type: none"> -Crises -Deadline-driven activities (projects, meetings, and preparation) -Pressing problems 	<p>Not Urgent and Important Quadrant #2: Quality Time Key Action: Focus</p> <p>Common Activities</p> <ul style="list-style-type: none"> -Preparation and planning -Values clarification -Empowerment -Relationship building -Coaching/Mentoring -True recreation and self-care
Not Important	<p>Urgent and Not Important Quadrant #3: Deception Key Action: Use Caution or Avoid</p> <p>Common Activities</p> <ul style="list-style-type: none"> -Some Emails and some reports -Some meetings -Frequent Interruptions -Activities that do not further your purpose and mission -Meeting other people's priorities and expectations 	<p>Not Urgent and Not Important Quadrant #4: Waste Key Action: Avoid</p> <p>Common Activities</p> <ul style="list-style-type: none"> -Trivia, busy work -"Escape" Activities -Irrelevant email -Excessive Internet/TV -Excessive social media -Recreation that does not really satisfy

Time Management Tips:

1. Set goals
2. Use an calendar (Online Calendar) / Time Tracking Software:
Create a time audit
Set a time limit on each task / Track your time (Pomodoro Technique)
Manage or change your schedule
Leave a buffer-time between tasks and meetings
3. Create a to do list, but do not abandon tasks (Identify which category of matrix)
4. Spend your mornings on MITs (Most Important Things)
5. Plan ahead and Prioritize Wisely
6. Learn to delegate / outsource
7. Eliminate half work / Eliminate Distractions / Avoid Multitasking
8. Get organized and single tasks and Batch similar task together
9. Instill Keystone habits
10. Follow the 80-20 rules
11. Stop being perfect
12. Just say “No”
13. Do Less

Don't forget to take time for yourself!!!