



Stephen R. Covey's Time Management Matrix

The Seven Habits of Highly Effective People

	Urgent	Not Urgent
Important	<p><u>Quadrant 1 - Important and Urgent</u></p> <p>Crises Pressing Problems Projects with Deadlines</p> <p>Manage Crises and Pressing Problems</p>	<p><u>Quadrant 2 - Important and Not Urgent</u></p> <p>Relationship Building Planning Personal Growth Recreation</p> <p>Focus on Strategies and Values</p>
Not Important	<p><u>Quadrant 3 - Urgent and Not Important</u></p> <p>Interruptions Some Emails, calls, and meetings Popular Activities Proximate, Pressing Matters</p> <p>Avoid or Delegate Interruptions and Busy Work</p>	<p><u>Quadrant 4 - Not Important or Urgent</u></p> <p>Trivia, Busy Work Time Wasters Some Calls and Emails Pleasant Activities - Entertainment</p> <p>Limit The Trivial and Wasteful</p>



	Urgent	Not Urgent
Important	<p><u>Quadrant 1 - Important and Urgent</u></p> <p>Manage Crises and Pressing Problems</p>	<p><u>Quadrant 2 - Important and Not Urgent</u></p> <p>Focus on Strategies and Values</p>
Not Important	<p><u>Quadrant 3 - Urgent and Not Important</u></p> <p>Avoid or Delegate Interruptions and Busy Work</p>	<p><u>Quadrant 4 - Not Important or Urgent</u></p> <p>Limit The Trivial and Wasteful</p>



Directions:

1. List tasks you need to complete
2. Include deadlines
3. Identify the most urgent tasks
4. Organize by importance
5. Place tasks in the correct quadrant
6. Assess your values and productivity
 - a. Are you happy with where you are spending your time?
 - b. What does this matrix tell you about your values?
 - c. How can you use this matrix to facilitate your transition?