

Covey Time Management Matrix

	Urgent	Not Urgent
Important	<p>Quadrant I</p> <p>Activities:</p> <ul style="list-style-type: none">CrisisPressing ProblemsDeadline DrivenProjects	<p>Quadrant II</p> <p>Activities:</p> <ul style="list-style-type: none">Finding new opportunitiesPreventive activitiesLong-term planningRelationship BuildingPersonal growthRecreation
Not Important	<p>Quadrant III</p> <p>Activities:</p> <ul style="list-style-type: none">InterruptionsPopular activitiesProximate, pressing matters	<p>Quadrant IV</p> <p>Activities:</p> <ul style="list-style-type: none">Time wastersTrivia, busy workSome calls and emailsPleasant activities