

STEVEN COVEY'S TIME MANAGEMENT MATRIX

A RESOURCE FOR
PRIORITIZATION

FOR THIS EXERCISE YOU WILL DIVIDE YOUR ACTIVITIES FOR THE NEXT WEEK INTO THE FOUR QUADRANTS BELOW. THE EXERCISE WILL HELP YOU PLACE PRIORITY ON THOSE TASKS THAT MOVE YOU TOWARDS YOUR GOALS WHILE HELPING YOU THINK THROUGH HOW YOU PROCRASTINATE.

KEEP IN MIND, ACADEMIC TASKS SHOULD LAND IN QUADRANT 2 IF YOU ARE MANAGING YOUR TIME WELL. "PROCRASTINATORS" LIVE IN QUADRANT 3 AND 4.

URGENT

NOT URGENT

1.

2.

IMPORTANT

3.

4.

NOT IMPORTANT