

WEEK OF _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-noon.							
Noon-1p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							
10-11 p.m.							
11-midnight							

	Urgent	Not Urgent
Important	I (MANAGE)	II (FOCUS)
	<ul style="list-style-type: none"> • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities 	<ul style="list-style-type: none"> • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
Not Important	III (AVOID)	IV (AVOID)
	<ul style="list-style-type: none"> • Interruptions, some calls • Some mail & reports • Some meetings • Many “pressing” matters • Many popular activities 	<ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Internet
	Quadrant of Deception	Quadrant of Waste

Steven R. Covey's Time Management Chart < <http://www.cogniview.com/blog/become-a-convert-of-time-management-technology>>