

STEPHEN COVEY'S TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant 1</p> <p>Crises High-Impact Deadlines Pressing Problems</p>	<p>Quadrant 2</p> <p>Being Organized Building Relationships Planning Exercise and Recreation</p>
NOT IMPORTANT	<p>Quadrant 3</p> <p>Interruptions Some Phone Calls Some e-Mail</p>	<p>Quadrant 4</p> <p>Busy Work Some Phone Calls Some e-Mail Time Wasters Doing Nothing</p>

Time Management Matrix Stephen R Covey

Lei Huang



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