

2.11

COVEY'S TIME MATRIX

This tool will assist you to prioritise your time more effectively

COVEY'S TIME MANAGEMENT MATRIX

The first table describes the types of situations that fit into each category – the second table is blank for you to fill in yourself. The matrix provides a method of thinking through issues in a logical and effective manner.

	Urgent	Not Urgent
Important	<ul style="list-style-type: none"> • Crises • Pressing problems • Deadlines 	<ul style="list-style-type: none"> • Prevention • Relationship building • Recognition of new opportunities • Planning • Recreation
Not Important	<ul style="list-style-type: none"> • Interruptions • Some calls and mail • Some reports • Some meetings • Popular activities • Doing the easy bits first 	<ul style="list-style-type: none"> • Trivia • Gossip • Time wasters

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2.11

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