

Covey Prioritization Matrix

Quadrant I: These tasks have a pressing deadline so you should tackle them as soon as possible.

Quadrant II: These tasks may not have a pressing deadline, but they are important and should be completed. Plan for these tasks so you can execute them well.

Quadrant III: These tasks are usually everyday tasks; you need to do them, but they don't help your productivity.

Quadrant IV: These are tasks that you may want to do or sound like fun, but they fall to the bottom of your priority list. Be careful with these tasks – they can waste your time if you're not mindful.

Important	Urgent
I) Important & Urgent: <ul style="list-style-type: none">• Math homework (due tonight!)• English Badge• Read History Chapters• Pay phone bill	III) Not Important, Urgent <ul style="list-style-type: none">• Respond to text messages• Let the dog out• Reply to non-academic emails• Do dishes
II) Important, Not Urgent <ul style="list-style-type: none">• Study for math exam (next week)• Start History Final Project• Practice labeling for Anatomy• Friends Zoom Meeting• Zoom Fitness class @ CCU Rec	IV) Not Important or Urgent <ul style="list-style-type: none">• Vacuum bedroom• Video game• Social Media• Telemarketing calls