

<b>Important</b>	<b>Urgent</b>	<b>Not Urgent</b>
	<b>I (MANAGE)</b>	<b>II (FOCUS)</b>
	6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00	6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00
	<b>Quadrant of Necessity</b>	<b>Quadrant of Quality &amp; Personal Leadership</b>
<b>Not Important</b>	<b>III (AVOID)</b>	<b>IV (AVOID)</b>
	6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00	6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00
	<b>Quadrant of Deception</b>	<b>Quadrant of Waste</b>

Every activity falls in one the quadrants of this matrix...how do you use your time?

Adapted from "Seven Habits of Highly Effective People" by Stephen R. Covey