

## Covey Quadrants/Eisenhower Matrix Template

	Q1 Urgent - Do (with tools and strategies)	Q2 Not Urgent - Schedule
Important	<ul style="list-style-type: none"><li></li></ul>	<ul style="list-style-type: none"><li></li></ul>
Not Important - annoyances, interruptions	<ul style="list-style-type: none"><li>Q3 - Delegate</li></ul>	<ul style="list-style-type: none"><li>Q4 Delete/Limit</li><li></li></ul>

**Quadrant I: Urgent and Important** - Tasks that need immediate attention and contribute significantly to your goals.

**Quadrant II: Not Urgent but Important** - Tasks that are important for long-term success but do not require immediate action.

**Quadrant III: Urgent but Not Important** - Tasks that need immediate attention but do not significantly contribute to your goals.

**Quadrant IV: Not Urgent and Not Important** - Tasks that are neither time-sensitive nor beneficial in achieving your goals.

Some ideas for expanding this:

- Make sure you don't put everything in Quadrant I. It can be tempting to see everything as Urgent and Important. It's a trap!
- Use your strategies to get through Quadrant I.
- For Quadrant II, Important but Not Urgent, schedule these. I like to put when I'll do them in parentheses after the task and then transfer them to my planner.

- For Quadrant III, Urgent but Not Important, first see what you can delegate or delete. Then, go through and try to find some value to each thing. Write the value in parentheses after the task. This may help give meaning to the task and then make it easier to find some motivation to do it.
- Consider the cost/value of each item if you are looking for more motivation/meaning. Consider using a Likert scale to rate each one.