Covey’s Grid Week of:

|  |  |  |
| --- | --- | --- |
|  | **Urgent** | **Not Urgent** |
| **Important** | **Quadrant I**  *Prioritize* | **Quadrant II**  *Plan for it* |
| **Not Important** | **Quadrant III**  Delegate (if possible)- do second | **Quadrant IV**  *Try not to do it at all* |

Cited and adapted from materials form Covey (2012).