

# Covey's Time Management Matrix

Ever feel like you can't balance your schedule? Efficient time management requires that you pay special attention to non-urgent, important tasks. In essence, you must plan ahead! Use this resource to create your own time management matrix to increase your efficiency and balance your time.

	Urgent	Not Urgent
Important	<p>EVR 2017 test tomorrow - I'm not ready!</p> <p><i>Pressing problems and deadline-driven projects</i></p>	<p>Final paper due in 30 days</p> <p><i>Important, but yields no immediate results</i></p>
Not Important	<p>"Want to hang out now?"</p> <p><i>Often based on priorities and expectations of others</i></p>	<p>Mindless Netflix or scrolling on social media</p> <p><i>I need a break!</i></p>