Covey time management matrix



Urgent

Non-urgent

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Q1: Do

- · Crises
- · Deadline-driven projects
- · Urgent problems
- · Customer complaints
- · Important meetings

Q2: Decide

- · Pre-planning & analysis
- Strategizing
- · Goal setting
- Networking and building relationships

Not important

Q3: Delegate

- · BAU and admin tasks
- Non-critical meetings
- Interruptions
- "Urgent" problems that aren't that urgent

Q4: Delete

- · Time wasters
- Busywork
- Social media
- Anything not aligned with professional goals



Covey S Time Management Grid Usgs

William S. Craddock

Covey S Time Management Grid Usgs:

Restreaming William S. Craddock, 2017-09-15 Short pithy reflections illumine all the issues involving retirement living Working with the metaphor of a kayak paddling in a new downstream current of retirement prominent Wellness expert Bill Craddock offers an array of provocative reflections as a way to invite the reader to envision new opportunities new relationships new ways of being The primary purpose of these reflections is to entertain edify and to prepare those anticipating retirement or actually retired with gentle yet intentional paddle strokes for guiding their life kayak into their later years Government Reports Announcements & Index ,1995 First Things First Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill, 2015-07-14 The New York Times bestselling time management book from the author of The 7 Habits of Highly Effective People Stephen R Covey's First Things First is the gold standard for time management books His principle centered approach for prioritizing gives you time management tips that enable you to make changes and sacrifices needed in order to obtain happiness and retain a feeling of security First Things First The Interactive Edition takes Dr Covey s philosophy and remasters the entire text to include easy to understand infographics analysis and more This time saving version of First Things First is the efficient way to apply Dr Covey's tested and validated time management tips while retaining his core message This guide will help you Get more done in less time Develop and retain rich relationships Attain inner peace Create balance in your life And put first things first Covey is the hottest self improvement consultant to hit US business since Dale Carnegie USA Today Covey has reached the apex with First Things First This is an important work I can t think of anyone who wouldn't be helped by reading it Larry King CNN These goals embody a perfect balance of the mental the physical the spiritual and the social Booklist Readers should note that this ebook edition differs slightly from the print edition and does not contain all the same materials

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