Stephen Covey's Grid for Determining How To Use Your Time Effectively

	URGENT	NOT URGENT
IMPORTANT	Items that are important and urgent Examples might be… • Items with a short deadline • Crisis situations *People who like a crisis tend to spend most of their time on these activities.* QUADRANT 1	Items that are important but not urgent Examples might be… • Developing relationships • Planning *Aim to get to the point where these are your priority activities.* QUADRANT 2
NOT IMPORTANT	Items that are not important but urgent Examples might be… • Answering phone calls • Replying to emails from colleagues (they think they are urgent) *You'll spend most of your time here if you don't plan & schedule your time, thus allowing others to dictate how you use it.* QUADRANT 3	Items that are not important & not urgent Examples might be… • Checking Social Media *This is generally pointless activity. It's the kind of thing that fills your time if you allow yourself the opportunity to be bored or if you tend to procrastinate.* QUADRANT 4

The Healthy Athlete Course

Limitless fitness