



Based on 7 Habits of Highly Effective People, Stephen Covey

Time allocation matrix: Description

	Urgent	Non-urgent
Important	<p>ACTIVITIES</p> <ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects <p style="text-align: right;"><i>Ideally, 20-25% of your time</i></p> <p style="text-align: right;">1</p>	<p>ACTIVITIES</p> <ul style="list-style-type: none"> • Prevention, capability improvement • Relationship building • Recognizing new opportunities • Planning, recreation <p style="text-align: right;"><i>Ideally, 60-85% of your time</i></p> <p style="text-align: right;">2</p>
Not Important	<p>ACTIVITIES</p> <ul style="list-style-type: none"> • Interruptions, some callers • Some mail, some reports • Some meetings • Proximate, pressing matters • Popular activities <p style="text-align: right;"><i>Ideally, less than 15% of your time</i></p> <p style="text-align: right;">3</p>	<p>ACTIVITIES</p> <ul style="list-style-type: none"> • Trivia, busy work • Some mail • Some phone calls • Time wasters • Pleasant activities <p style="text-align: right;"><i>Ideally, less than 1% of your time</i></p> <p style="text-align: right;">4</p>