

COVEY'S TIME MANAGEMENT MATRIX

Read more at <https://torontoconcussion.ca/terminology/decision-making-style/#1615980393882-cfeb6d5b-3bf7>

	URGENT	NOT URGENT
IMPORTANT	<i>Do it</i>	<i>Decide, Plan or Schedule</i>
NOT IMPORTANT	<i>Delegate (if possible)</i>	<i>Drop</i>