

**Covey's Grid**

**Week of:**

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	<b>Quadrant I</b>	<b>Quadrant II</b>
<b>Not Important</b>	<b>Quadrant III</b>	<b>Quadrant IV</b>

Cited and adapted from materials from Covey (2012).