

# PUKSTA SCHOLARS PROGRAM

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## Covey's Time Management Matrix

		URGENCY	
		High	Low
IMPORTANCE	High	<b>1</b> Urgent <b>and</b> important  Do it now	<b>2</b> Important <b>not</b> urgent  Decide when to do it
	Low	<b>4</b> Urgent <b>not</b> important  Delegate it	<b>3</b> <b>Not</b> important <b>not</b> urgent  Dump it

**Important Activities** directly impact your goals (personal, academic, professional).

**Urgent Activities** demand immediate attention (may be someone else's goals).

### Quadrants

Quadrant I: Immediate and crucial deadlines.

Quadrant II: Reflection, goal-setting, and development. Relationship building. Exercise.

Quadrant III: Other's deadlines and time-pressured distractions.

Quadrant IV: Procrastination, time wasters, or pleasant activities.

## To-do List Planning Form

	Urgent	Not Urgent
Important	I	II
Not Important	III	IV