	Urgent	Not Urgent
Important	**Quadrant 1: *DO FIRST*** High-Value tasks that are time sensitive and carry consequences if not completed on time.	**Quadrant 2: *SCHEDULE*** High-value tasks that strategize around long term goals with no set deadline.
Not Important	**Quadrant 3: *DELEGATE*** Low-value tasks that need to be completed, but do not require your expertise	**Quadrant 4: *DON'T DO*** Low-value tasks that distract focus from important tasks,wasting your time and your energy.

The Covey Time Management Matrix