Name _____

Use the Covey matrix to prioritize your weekly activities. Look at your planner and then place each of your scheduled activities into the appropriate location in the matrix below. For example, studying for an approaching test may be Urgent/Important whereas checking your Facebook status would be not urgent/not important.

	Urgent	**Not Urgent**
Important	Time Needed:	Time Needed:
Not Important	Time Needed:	Time Needed: