

Working in the Zone

Read and follow the instructions below.

	Urgent	Not Urgent
Important	I	II
Not Important	III	IV

Identify your activities, and categorize them according to where they fit best in the matrix above:

- Important and Urgent (Zone I)**
- Important but Not Urgent (Zone II)**
- Urgent but Not Important (Zone III)**
- Not Urgent and Not Important (Zone IV)**

What percentage of each day is being spent in each zone? Accurate tracking is the first step in regaining control of how you use your time.

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Adapted from *First Things First*, Stephen Covey