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## Stephen Covey – Time Management Matrix

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	Urgent	Not Urgent
Important		
Not Important		

List the things you said " <b>yes</b> " to this quarter?	List the things you said " <b>no</b> " to this quarter?

List the things you said " <b>yes</b> " to this quarter?	List the things you said " <b>no</b> " to this quarter?