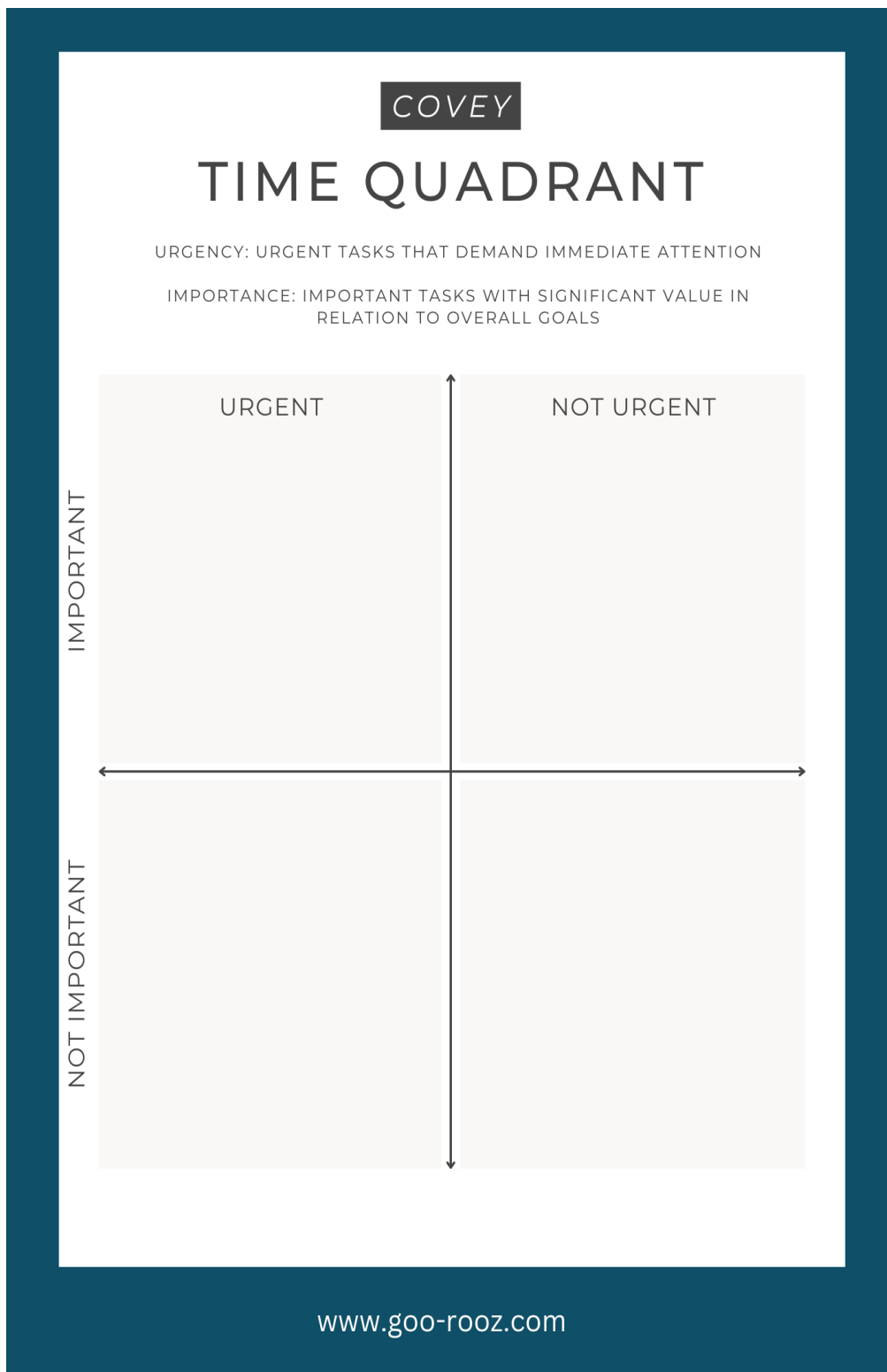


Step 2: Put Each Task In Its Respective Quadrant

Use the quadrant below or go to this link for a digital template of this quadrant: [Covey Time Quadrants - TEMPLATE \(Please make a copy\)](#)



Step 3: Plot Your Schedule Accordingly

Once you have put each task in its respective quadrant, you can use the daily schedule template below to plan when to complete each task.

This template can help you visualize your week from an hourly perspective to ensure you sufficiently allot your time across the tasks in your four quadrants.

Go to this link for a digital template of this template: [Weekly Schedule Plotter - TEMPLATE](#) (Please make a copy)

Monday

Midnight _____

1 AM _____

2 AM _____

3 AM _____

4 AM _____

5 AM _____

6 AM _____

7 AM _____

8 AM _____

9 AM _____

10 AM _____

11 AM _____

12 PM _____

1 PM _____

2 PM _____

3 PM _____

4 PM _____

5 PM _____

6 PM _____

7 PM _____

8 PM _____

9 PM _____

10 PM _____

11 PM _____

Tuesday

Midnight _____

1 AM _____

2 AM _____

3 AM _____

4 AM _____

5 AM _____

6 AM _____

7 AM _____

8 AM _____

9 AM _____

10 AM _____

11 AM _____

12 PM _____

1 PM _____

2 PM _____

3 PM _____

4 PM _____

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6 PM _____

7 PM _____

8 PM _____

9 PM _____

10 PM _____

11 PM _____

Wednesday

Midnight _____

1 AM _____

2 AM _____

3 AM _____

4 AM _____

5 AM _____

6 AM _____

7 AM _____

8 AM _____

9 AM _____

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12 PM _____

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2 PM _____

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4 PM _____

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6 PM _____

7 PM _____

8 PM _____

9 PM _____

10 PM _____

11 PM _____

Thursday

Midnight _____

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3 AM _____

4 AM _____

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8 AM _____

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12 PM _____

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6 PM _____

7 PM _____

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9 PM _____

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Friday

Midnight _____

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2 AM _____

3 AM _____

4 AM _____

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12 PM _____

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Saturday

Midnight _____

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3 AM _____

4 AM _____

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9 AM _____

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12 PM _____

1 PM _____

2 PM _____

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4 PM _____

5 PM _____

6 PM _____

7 PM _____

8 PM _____

9 PM _____

10 PM _____

11 PM _____

Sunday

Midnight _____

1 AM _____

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