

	Urgent	Not Urgent
Important	<p>Necessity</p> <p>Finish essay due tomorrow</p> <p>Take cat to the vet</p>	<p>Productivity</p> <p>Study for exam next week</p> <p>Search for co-op</p>
Not Important	<p>Interruptions</p> <p>Respond to emails</p> <p>Wash laundry</p>	<p>In Moderation</p> <p>Watch TV show</p> <p>Social media</p>

Adapted from Stephen Covey's *The 7 Habits of Highly Effective People*, 1989

Questions? Reach out to ogsacademics@northeastern.edu or visit our page online at:

<https://international.northeastern.edu/ogs/student-support/academic-services/academic-skills-advising/>