

Plan Smarter, Not Harder

The Ivy Lee x Covey Daily Focus Method

How to Use

1. Each day, write down tasks you want to complete tomorrow and **sort them by importance using the Covey Matrix** below.
2. Choose **six priorities** from your list.
3. The next day, work on your tasks **one at a time and in order**.
4. For unfinished tasks, move them onto **tomorrow's new list** and continue the same steps again.

Covey Matrix

	Urgent	Not Urgent
Important	<p>Q1 Urgent & Important</p> <p>Crises, pressing problems, or deadline-driven projects.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>e.g., Assignments due tomorrow</p>	<p>Q2 Important & Not Urgent</p> <p>Tasks that support your long-term success, health or personal goals.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>e.g., Getting enough sleep</p>
Not Important	<p>Q3 Urgent & Not Important</p> <p>Interruptions that feel urgent but do not contribute to long-term goals.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>e.g., Some emails or notifications</p>	<p>Q4 Not Urgent & Not Important</p> <p>Activities mainly for rest or distraction, best done after priorities.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>e.g., Watching a movie</p>

How to handle Q3 /Q4 tasks

Combine all Q3 tasks into one **Communication Block** & set that as a priority.

Save Q4 for after priorities or planned breaks. Frequent Q4 during work time may signal a need for rest or potential procrastination.

Note: The tasks in each quadrant may differ by person depending on their priorities and situation.



Recommended To Do Order

The Ivy Lee Method + Eisenhower matrix

- 1 Urgent + Important
- 2 Urgent + Important
- 3 Not urgent + Important
- 4 Not urgent + Important
- 5 Not urgent + Important
- 6 Urgent + Not important

Or

The Ivy Lee Method + Value vs. Effort Matrix

- 1 High Value / Low Effort
- 2 High Value / Low Effort
- 3 High Value / High Effort
- 4 High Value / High Effort
- 5 High Value / High Effort
- 6 Low Value / Low Effort

To Do List

Date: _____

My 6 Priorities

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Execution (The Next Day)

- Start with Task #1
- Work on it until finished (Do not switch tasks)
- Move to Task #2 only after #1 is complete
- At the end of the day, move any unfinished tasks to tomorrow's new list of 6

