





	URGENT	NOT URGENT
IMPORTANT	<p><b>1. The quadrant of urgency</b></p> <ul style="list-style-type: none"> <li>• Crises</li> <li>• Pressing problems</li> <li>• Deadline-driven projects, meetings, preparations</li> </ul> 	<p><b>2. The quadrant of quality</b></p> <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Prevention</li> <li>• Values clarification</li> <li>• Planning</li> <li>• Relationship building</li> <li>• True re-creation</li> <li>• Empowerment</li> </ul> 
NOT IMPORTANT	<p><b>3. The quadrant of deception</b></p> <ul style="list-style-type: none"> <li>• Interruptions, some phone calls</li> <li>• Many proximate, pressing matters</li> <li>• Many popular activities</li> <li>• Some emails, some reports</li> <li>• Some meetings</li> </ul> 	<p><b>4. The quadrant of waste</b></p> <ul style="list-style-type: none"> <li>• Trivia, busywork</li> <li>• Junk emails</li> <li>• Some phone calls</li> <li>• Time wasters</li> <li>• 'Escape' activities</li> </ul> 

Based on the Time Management grid, created by Stephen Covey.