

	Urgent	Not urgent
Important	I Activities such as – Crises, Pressing problems, Deadline-driven projects: ● ● ● ● ● ●	II Activities such as – Prevention, Relationship building, Planning, recreation, Recognizing new opportunities: ● ● ● ● ● ●
Not important	III Activities such as – Interruptions, some calls, Some mail, reports, emails, meetings, Pressing matters: ● ● ● ● ● ●	IV Activities such as – Trivia, busy work, Time wasters, Some mail, phone calls, meetings, emails: ● ● ● ● ● ●