

	Urgent	Not urgent
Important	I Activities such as – Crises, pressing problems, deadline-driven projects: ● ● ● ● ● ●	II Activities such as – Relationship building, planning, developing others, recognizing new opportunities: ● ● ● ● ● ● ●
Not important	III Activities such as – Some email, calls, meetings; interruptions; others' crises/requests; reports: ● ● ● ● ● ●	IV Activities such as – Busy work, time wasters, distractions, some email, calls, meetings: ● ● ● ● ● ● ●