

URGENT

NOT URGENT

IMPORTANT

DO

- Crisis & Emergencies
- Pressing Problems
- Deadline Driven
- Last Minute Preparations

Necessity

PLAN

- Big Picture
- Preparing, Planning & Prevention
- Values Clarification
- Capability Improvement
- Relationship Building
- True Recreation/Relaxation

Quality

NOT IMPORTANT

DELEGATE

- Interruptions
- Some Callers, Some Mail
- Some Meetings
- Many Pressing Matters
- Popular Activities

Deception

ELIMINATE

- Busy Work
- Trivial Activities
- Some Calls, Emails
- Some Relationships
- Escape Activities & Time Wasters

Waste