

	Urgent	Not Urgent
Important	<p>I</p> <p>ACTIVITIES: Crises Pressing problems Deadline-driven projects</p>	<p>II</p> <p>ACTIVITIES: Prevention Relationship building Recreation New opportunities</p>
Not Important	<p>III</p> <p>ACTIVITIES: Interruptions Some phone calls Some mail Some meetings Popular activities</p>	<p>IV</p> <p>ACTIVITIES: Trivia Some mail Some phone calls Time wasters Pleasure activities</p>