

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