

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