

	URGENT	NOT URGENT
IMPORTANT	<p style="text-align: center;">Quadrant #1 "NECESSITY"</p> <hr/> <p style="text-align: center;">Your Key Action: "MANAGE"</p> <hr/> <p style="text-align: center;"><i>Common Activities</i></p> <ul style="list-style-type: none"> - Crises - Deadline-driven activities - Medical emergencies - Other "true" emergencies - Pressing problems. - Last minute preparations 	<p style="text-align: center;">Quadrant #2 "QUALITY & PERSONAL LEADERSHIP"</p> <hr/> <p style="text-align: center;">Your Key Action: "FOCUS"</p> <hr/> <p style="text-align: center;"><i>Common Activities</i></p> <ul style="list-style-type: none"> - Preparation and planning - Values clarification - Empowerment - Relationship-building - True recreation
NOT IMPORTANT	<p style="text-align: center;">Quadrant #3 "DECEPTION"</p> <hr/> <p style="text-align: center;">Your Key Action: "USE CAUTION or AVOID"</p> <hr/> <p style="text-align: center;"><i>Common Activities</i></p> <ul style="list-style-type: none"> - Meeting other people's priorities and expectations - Frequent interruptions: - Most emails, some calls - Urgency masquerading as importance 	<p style="text-align: center;">Quadrant #4 "WASTE"</p> <hr/> <p style="text-align: center;">Your Key Action: "AVOID"</p> <hr/> <p style="text-align: center;"><i>Common Activities</i></p> <ul style="list-style-type: none"> - Escapist activities - Mindless tv-watching - Busywork - Junk mail - Some emails - Some calls

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