

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

*Adapted from Stephen Covey's "First Things First" - Covey Leadership Center, Inc. © 2003*