

URGENT

NOT URGENT

IMPORTANT

Q 1

Effective Lives

Activities

- Crises
- Pressing Problems
- Deadline driven projects

Results;

- Stress
- Burnout
- Crises Management
- Always putting out fires

Q 2

Effective Lives
Successful Managers

Activities

- Prevention (production/capability)
- Relationship building
- Recognizing new Opportunities
- Planning, recreation

Results;

- Vision,
- perspective
- Balance
- Discipline
- Control
- Few crisis

NOT IMPORTANT

Q 3

Irresponsible Lives

Activities

- Interruptions, some calls
- Some Mail,
- some reports
- Some meetings
- Proximate,
- pressing matters
- Popular activities

Results;

- Short term focus
- Crises management

Q 4

Irresponsible Lives

Activities

- Trivia,
- Busy Work
- Some Mail
- Some Phone Calls
- Time wasters
- Pleasant Activities

Results;

- Total irresponsibility
- Fired from jobs
- Dependent on others or institutions

