

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	<p><b>I</b></p> <ul style="list-style-type: none"> <li>• Crises</li> <li>• Pressing problems</li> <li>• Deadline-driven projects, meetings, preparations</li> </ul>	<p><b>II</b></p> <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Prevention</li> <li>• Values clarification</li> <li>• Planning</li> <li>• Relationship building</li> <li>• True re-creation</li> <li>• Empowerment</li> </ul>
<b>Not Important</b>	<p><b>III</b></p> <ul style="list-style-type: none"> <li>• Interruptions, some phone calls</li> <li>• Some mail, some reports</li> <li>• Some meetings</li> <li>• Many proximate, pressing matters</li> <li>• Many popular activities</li> </ul>	<p><b>IV</b></p> <ul style="list-style-type: none"> <li>• Trivia, busywork</li> <li>• Some phone calls</li> <li>• Time wasters</li> <li>• "Escape" activities</li> <li>• Irrelevant mail</li> <li>• Excessive TV</li> </ul>