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|  | Urgent | Not Urgent |
| Important | Q1   * Resolving a critical issue affecting project progress. * Setting goals, creating to-do lists. | Q2   * Completing assigned projects or reports by deadlines. * Conducting research for upcoming projects or presentations. * Participating in skill development activities, such as online courses or training sessions. |
| Not Important | Q3   * Organizing desk or workspace without immediate necessity. * Dealing with minor administrative tasks like filing paperwork or updating records. * Handling routine maintenance tasks. | Q4   * Checking personal social media accounts during work hours. * Wasting time on non-work matters. * Addressing interruptions from co-workers seeking assistance on non-urgent matters. * Watching unrelated videos or browsing entertainment websites. |