

How to manage time?

		URGENT	NOT URGENT
IMPORTANT	URGENT	<p>Quadrant #1 "NECESSITY"</p> <hr/> <p>Your Key Action: "MANAGE"</p> <hr/> <p><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>Quadrant #2 "QUALITY & PERSONAL LEADERSHIP"</p> <hr/> <p>Your Key Action: "FOCUS"</p> <hr/> <p><i>Common Activities</i></p> <ul style="list-style-type: none">- Preparation and planning- Values clarification- Empowerment- Relationship-building- True recreation
		<p>Quadrant #3 "DECEPTION"</p> <hr/> <p>Your Key Action: "USE CAUTION or AVOID"</p> <hr/> <p><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>Quadrant #4 "WASTE"</p> <hr/> <p>Your Key Action: "AVOID"</p> <hr/> <p><i>Common Activities</i></p> <ul style="list-style-type: none">- Escapist activities- Mindless tv-watching- Busywork- Junk mail- Some emails- Some calls