**Not urgent**

**Important**

**Urgent**

**Not important**

1. Angry customer or client project with deadlines.

2. Urgent request from boss.

3. Important meeting with tight deadlines.

1. Preparation and planning for my own work improvement.

2. Personal care like workout and proper diet .

3. Relationship-Building.

1. Meeting other people like friends.

2. Avoid family work like clerical work, buy grocery product.

3. Request from outsiders.

1. Posting social media pictures.

2. Escape matching web series and movies.

3. Coworker gossip.