



	URGENT	NOT URGENT
IMPORTANT	1. <ul style="list-style-type: none"> crises emergencies pressing problems deadline-driven projects last minute-preparations 	2. <ul style="list-style-type: none"> preparation, planning, prevention values clarification capability improvement relationship building true recreation/relaxation
NOT IMPORTANT	3. <ul style="list-style-type: none"> interruptions some callers, some mail some meetings many pressing matters popular activities 	4. <ul style="list-style-type: none"> busy work trivial activities some calls/emails escape activities time wasters

