

Time Management Visual

	Urgent	Not Urgent
Important	<ul style="list-style-type: none">-Deadline Driven Projects, Meetings, Preparations-Pressing Problems-Crises	<ul style="list-style-type: none">-Empowerment-Recreation-Relationship Building-Planning-Values-Presentations-Preparations
Not Important	<ul style="list-style-type: none">-Social Activities-Pressing Matters-Some mail, reports, meetings-Interruptions-Phone Calls	<ul style="list-style-type: none">-Video Games-Time Wasters-Some phone calls-Junk Mail-Trivia, busywork