

Time Management Matrix

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	URGENT	NOT URGENT
IMPORTANT	<p>I</p> <ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects, meetings, preparations 	<p>II</p> <ul style="list-style-type: none"> • Preparation • Prevention • Values clarification • Planning • Relationship building • True re-creation • Empowerment
NOT IMPORTANT	<p>III</p> <ul style="list-style-type: none"> • Interruptions, some phone calls • Some mail, some reports • Some meetings • Many proximate, pressing matters • Many popular activities 	<p>IV</p> <ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone calls • Time wasters • “Escape” activities

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