

Time Chart

	Urgent	Not Urgent
Important	<p>I Quadrant of Urgency</p> <ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects, meetings, preparation 	<p>II Quadrant of Leadership</p> <ul style="list-style-type: none"> • Visioning • Planning • Preparation • Prevention • Relationship building • Coaching/mentoring • Capacity building • True re-creation & self-care
Not Important	<p>III Quadrant of Deception</p> <ul style="list-style-type: none"> • Interruptions, some phone calls • Some email, some reports • Some meetings • Many proximate, pressing matters • Activities that don't further your purpose and mission 	<p>IV Quadrant of Waste</p> <ul style="list-style-type: none"> • Trivia, busywork • Some phone calls • "Escape" activities • Irrelevant email • Excessive Internet/TV • Excessive Facebook etc. • Recreation that doesn't renew or really satisfy you