

# Time Chart

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

Adapted from Steven Covey