	URGENT	NOT URGENT
	Quadrant 1	Quadrant 2
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URGENT NOT URGENT Quadrant #2 Quadrant #1 **FOCUS MANAGE** IMPORTANT Crises & Pressing Problems * Crises * Relationship-building * Deadlines * Medical emergencies or other "true" emergencies * Exercise & health * Breach of Contracts * Pressing Problems * Last minute preparations Quadrant #4 Quadrant #3 NOT IMPORTANT AVOID TRIVIAL & WASTEFUL Escape & entertainment only, Interruptions & Busy Work use to minimize stress Most emails * Escapist activities Some phone calls * TV Meeting other people's priorities & * Facebook * Junk mail * Urgency masquerding as important * Some emails * Low-value but required * Some calls * Online chatting