

Time Management Matrix

From 7 Habits of Highle Effective People

	Urgent	Not Urgent
I m p o r t a n t	1 Activities Crises Pressing Problems Deadline-driven projects	2 Activities Prevention Relationship building Recognising new opportunities Planning Recreation
I m p o r t a n t	3 Activities Interruptions, some calls Some mail, some reports Some meetings Proximate, pressing matters Popular activities	4 Activities Trivia, busy work Some mail Some phone calls Time Wasters Pleasant activities