

# Important v. Urgent

<p><b>QUADRANT 1</b> <b>Important / Urgent</b></p> <p>Crisis situations Pressing problems Deadline driven activities Fire drills</p> <p><b>Necessity</b></p>	<p><b>QUADRANT 2</b> <b>Important / Not Urgent</b></p> <p>Prevention Planning Needed recreation Relationship building Recognizing opportunities</p> <p><b>Leadership &amp; Quality</b></p>
<p><b>QUADRANT 3</b> <b>Not Important / Urgent</b></p> <p>Interruptions Some meetings Some emails Some reports Other's undefined expectations</p> <p><b>Deception &amp; Miscommunication</b></p>	<p><b>QUADRANT 4</b> <b>Not Important / Not Urgent</b></p> <p>Busy work Escape activities Excessive TV Excessive internet surfing Video games</p> <p><b>Waste</b></p>

## *Focus on Quadrant 2*



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