

		Urgent		Not Urgent			
Important	Q I	Q II	Q III	Q IV	Q IV		
	<p><b>Activities</b></p> <p><i>Preventable:</i></p> <ul style="list-style-type: none"> <li>Some crises</li> <li>Some pressing problems</li> <li>Deadline-driven</li> </ul> <p><i>Necessary:</i></p> <ul style="list-style-type: none"> <li>Important meetings</li> <li>Some obligations</li> </ul> <p><i>Unpreventable:</i></p> <ul style="list-style-type: none"> <li>Some crises</li> <li>Some pressing problems</li> <li>Deadlines</li> </ul>	<p><b>Results</b></p> <p><i>Reactive:</i></p> <ul style="list-style-type: none"> <li>Stress</li> <li>Burnout</li> <li>Vision lost in crush</li> </ul> <p><i>Feel out of control:</i></p> <ul style="list-style-type: none"> <li>Overwhelmed</li> <li>Crisis management</li> <li>Putting out fires</li> </ul> <p><i>Relationships suffer:</i></p> <ul style="list-style-type: none"> <li>Let self down</li> <li>Let others down</li> <li>Unreliable</li> </ul>	<p><b>Activities</b></p> <p><i>Planning:</i></p> <ul style="list-style-type: none"> <li>Vision, mission</li> <li>Opportunities</li> <li>Prevention</li> </ul> <p><i>Relationship building:</i></p> <ul style="list-style-type: none"> <li>With self</li> <li>With others</li> </ul> <p><i>Infrastructure:</i></p> <ul style="list-style-type: none"> <li>Health</li> <li>Renewal and recreation</li> <li>Spiritual connection</li> <li>Learning</li> </ul>	<p><b>Results:</b></p> <p><i>Intentional:</i></p> <ul style="list-style-type: none"> <li>Vision</li> <li>Purpose</li> <li>Perspective</li> </ul> <p><i>Feel in control:</i></p> <ul style="list-style-type: none"> <li>Choice</li> <li>Discipline</li> <li>Balance</li> <li>Few crises</li> </ul> <p><i>Happiness:</i></p> <ul style="list-style-type: none"> <li>Relationships</li> <li>Growth</li> <li>Meaning</li> <li>Contribution</li> </ul>	<p><b>Activities</b></p> <p><i>Interruptions:</i></p> <ul style="list-style-type: none"> <li>Some e-mail</li> <li>Some calls</li> </ul> <p><i>Visible, pressing matters:</i></p> <ul style="list-style-type: none"> <li>Popular activities</li> <li>Others' expectations</li> <li>Internal "shoulds"</li> </ul>	<p><b>Results</b></p> <p><i>Reactive:</i></p> <ul style="list-style-type: none"> <li>Shortsighted</li> <li>Lacking intent</li> <li>Don't get to QI</li> </ul> <p><i>Feel out of control:</i></p> <ul style="list-style-type: none"> <li>Busy and uneasy</li> <li>Hijacked</li> <li>Scattered</li> <li>Victimized</li> </ul> <p><i>Relationships suffer:</i></p> <ul style="list-style-type: none"> <li>Let self down</li> <li>Let others down</li> <li>Unreliable</li> </ul>	<p><b>Activities</b></p> <p><i>Time wasters:</i></p> <ul style="list-style-type: none"> <li>Trivia</li> <li>Busy work</li> <li>Social media</li> <li>Most e-mail</li> <li>Some calls</li> <li>Pleasant activities</li> </ul>
Not Important							

All credit to Steven Covey for 4 Quadrants concept.

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