

Time Matrix

Quadrant I

URGENT AND IMPORTANT

Manage

- Crises
- Problems
- Deadline driven projects
- Meetings

Quadrant II

NOT URGENT AND IMPORTANT

Focus

- Crises
- Problems
- Deadline driven projects
- Meetings

NOT IMPORTANT BUT URGENT

Avoid
(Deception)

- Interruptions
- Some phone calls
- Some meetings

NOT URGENT AND NOT IMPORTANT

Avoid
(Waste)

- Social media
- Trivia
- Junk mail
- Time wasters
- "Escape" activities

Quadrant III

Quadrant IV