

The Time Management Matrix

Urgent

Not Urgent

Important

Not Important

I	<p>Activities:</p> <ul style="list-style-type: none"> Crises Pressing problems Deadline-driven problems 	II
III	<p>Activities</p> <ul style="list-style-type: none"> Interruptions, some calls some mail, some reports some meetings pressing matters popular activities 	IV

Activities:

- Prevention, Continual improvement
- Relationship building
- Recognizing new opportunities
- Planning, recreation

Activities:

- Trivia, busy work
- some mails
- some phone calls
- Time wasters
- pleasant activities
- WhatsApp

Source : "Seven Habits of highly effective people"
By Stephen Covey

Thought for the week

