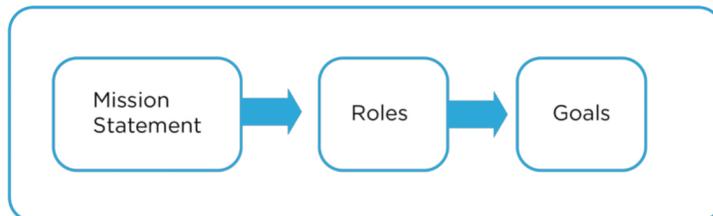


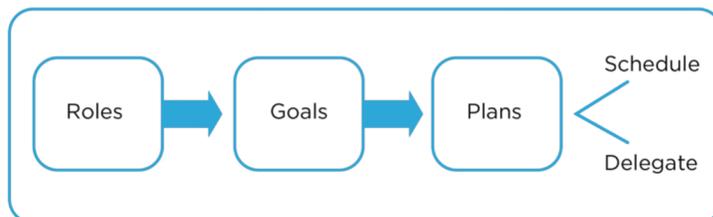
TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
IMPORTANT	I ACTIVITIES: Crises Pressing problems Deadline-driven projects	II ACTIVITIES: Prevention, PC activities Relationship building Recognizing new opportunities Planning, recreation
NOT IMPORTANT	III ACTIVITIES: Interruptions, some calls Some mail, some reports Some meetings Proximate, pressing matters Popular activities	IV ACTIVITIES: Trivia, busywork Some mail Some phone calls Time wasters Pleasant activities

	URGENT	NOT URGENT
IMPORTANT	I THE PROCRASTINATOR: Crises Emergency meetings Last-minute deadlines Pressing problems Unforeseen events	II THE PRIORITIZER: Proactive work High-impact goals Creative thinking Planning and prevention Relationship building Learning and renewal
NOT IMPORTANT	III THE YES-MAN: Needless interruptions Unnecessary reports Irrelevant meetings Other people's minor issues Unimportant email, tasks, phone calls, status posts, etc.	IV THE SLACKER: Trivial work Avoidance activities Excessive relaxation, television, gaming, Internet Time-wasters Gossip



LONG-TERM ORGANIZING



WEEKLY ORGANIZING