Time Management Grid

|  | URGENT | NOT URGENT |
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| IMPORTANT | **Quadrant I:**Urgent & ImportantImmediate and important deadlines* Crisis
* Pressing problems
* Deadline driven
 | **Quadrant II:**Not Urgent & ImportantLong-term strategizing and development* Prevention
* Relationship building
* Planning
* Recognizing new opportunities
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| NOT IMPORTANT | **Quadrant III:**Urgent & Not ImportantTime pressured distractions; not really important, but someone wants it now* Interruptions
* Some email, reports, and meetings
* Proximate, pressing matters
 | **Quadrant IV:**Not Urgent & Not ImportantActivities that yield little if any value * Trivia, busy work
* Personal social media
* Some phone calls
* Time wasters
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