Time Management Grid

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