time managementquadrants

{urgent and important:
crises, project deadlines}

{important but not urgent:
planning, relationships, projects, opportunities}

{urgent but not important:
interruptions, distractions, spills, messes}

{not urgent and not important:
time wasters, busy work, some recreation}

*based on the principles in Steven Covey's *7 Habits of Highly Effective People*