



Q3

Q1 - **Important, Urgent:** Pressing Problems, Deadline Driven Projects, Crises

Q2 - **Important, Not Urgent:** Relationship Building, Planning, Recreation, System Implementation

Q3 - **Not Important, Urgent:** Some email, some callers, interruptions, some meetings

Q4 - **Not Important, Not Urgent:** Busy work, some mail/email, time waster, some phone calls

Q4