

	Urgent	Not urgent
Important	<ul style="list-style-type: none">• Crises• Pressing problems• Deadline-driven projects	<ul style="list-style-type: none">• Relationship building• planning• reading• recreation• recognising new opportunities
Not important	<ul style="list-style-type: none">• Interruptions• some phone calls• some email• some meetings• some reports	<ul style="list-style-type: none">• Trivia• junk mail• some email• watching bad television