

	Urgent	Non-Urgent
Important	<p><b>Q-1: Quadrant of Necessity</b></p> <ul style="list-style-type: none"> <li>• Impending deadlines (that are important and have long-term consequence to your life)</li> <li>• Crises/Emergencies</li> <li>• Resolving immediate problems</li> <li>• Certain e-mails that may change your life (e.g., job app, biz opport)</li> </ul>	<p><b>Q-2: Quadrant of Quality and Personal Leadership</b></p> <ul style="list-style-type: none"> <li>• Building long-term solutions/systems</li> <li>• Relationship building</li> <li>• Building your dream career/business</li> <li>• Personal/Skill development</li> <li>• Improving your health/wellness</li> <li>• Finding your life partner</li> </ul>
Not Important	<p><b>Q-3: Quadrant of Deception</b></p> <ul style="list-style-type: none"> <li>• Interruptions/Distractions</li> <li>• Most phone calls/e-mails</li> <li>• Attending inconsequential meetings</li> <li>• Spending a lot of time on a task (report, e-mail) that has little to no impact to your goals/life in long run</li> <li>• Dealing with others' requests</li> </ul>	<p><b>Q-4: Quadrant of Waste</b></p> <ul style="list-style-type: none"> <li>• Mindless TV/web surfing / chatting</li> <li>• Reading gossip sites/forums</li> <li>• Watching/reading news (to an extent)</li> <li>• Certain phone calls/e-mails</li> <li>• Excessive gaming</li> <li>• Idling</li> <li>• Any time wasting activity</li> </ul>

# Stephen Covey First Things First

**Rosina Ehmann**



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