

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

Stephen Covey First Things First

S Ben Porath



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