

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> - Crisis - Emergencies - Managing Delays - Urgent & Important Problems - Deadline Driven Projects - Deadline Driven Submissions - Deadline Driven Preparation - Deadline Driven Meetings - Fire Fighting - Handling Communication Gaps - Handling Misunderstanding - Handling Disputes 	<ul style="list-style-type: none"> - Improving Communication with People - Better & Advance Preparation - Better & Advance Planning - Taking Better Care of Self & family - Personal Development - Seizing New Opportunities - Empowerment - Preventive Actions / Activities - Value Clarifications - Relationship Building - True Recreation - Health Care Activities
NOT IMPORTANT	<ul style="list-style-type: none"> - Interruptions - Some Phone calls - Some Unexpected Visitors - Some Mail - Some Reports - Some Meetings - Some Immediate pressing matters - Many Popular Activities - Other People's Agenda 	<ul style="list-style-type: none"> - Trivia – 'Thin' Activities - Some Phone calls - All Kinds of Time Wasters - Junk Mails - 'Escape' Activities - Gossip - Excessive Daydreaming - Blaming / Politicking - Endless Perfection