**Time Management Matrix**

**Not Important**

|  |  |
| --- | --- |
| **Urgent** | **Not Urgent** |
|  | * Crises

**Important*** Pressing problems
* Firefighting
* Major scrap and rework
* Deadline-driven projects
 | * Prevention
* *Production capability activities*
* Relationship building
* Recognising new opportunities
* Planning
* Re-creation
 |
|  | * Interruptions
* Some calls
* Some mail
* Some reports
* Some meetings
* Proximate pressing matters
* Popular activities
* Some scrap and rework
 | * Trivia
* Busywork
* Some mail
* Some phone calls
* Timewasters
* Pleasant activities
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