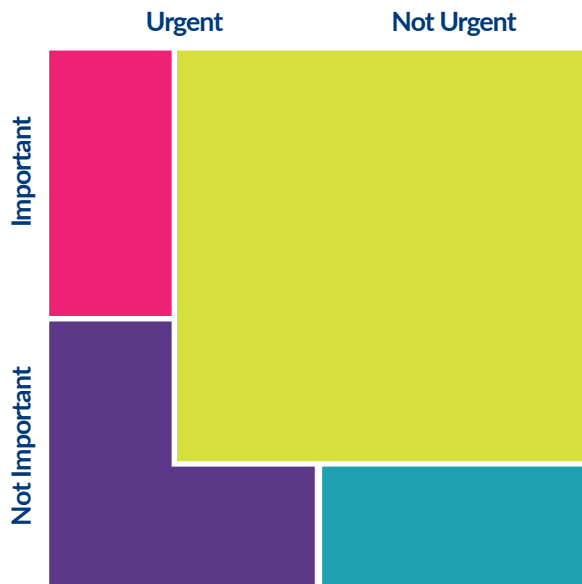
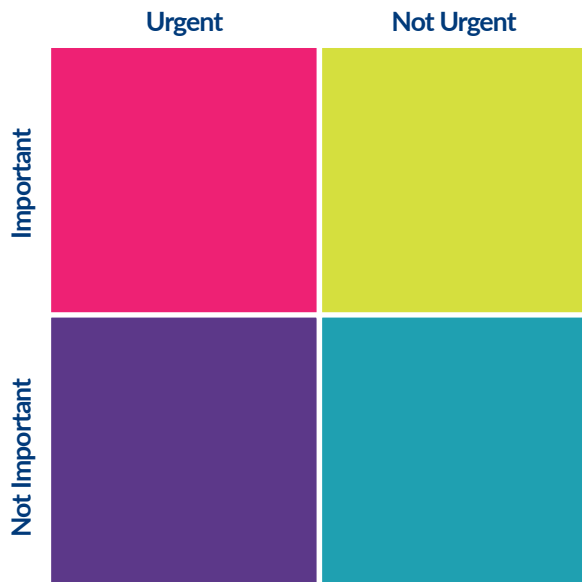


Good time management



	Urgent	Not Urgent
Important	<p>Q1</p> <p>EXAMPLES</p> <ul style="list-style-type: none"> Angry customers or client Projects with deadlines ASAP Urgent request from boss Signing contract for new client Important meeting agendas or reports (with tight deadline) 	<p>Q2</p> <p>EXAMPLES</p> <ul style="list-style-type: none"> Customer satisfaction Employee satisfaction Planned project work Collecting reviews Strategy Research Analysis Process development Networking
Not Important	<p>Q3</p> <p>EXAMPLES</p> <ul style="list-style-type: none"> Paying bills Data-entry or clerical work Requests from outsiders (email pitch for their product, coffee request after an event) Booking flights or hotels Running errands 	<p>Q4</p> <p>EXAMPLES</p> <ul style="list-style-type: none"> Email thread of memes Posting Facebook pictures Watching Youtube Coworker gossip Changing pictures on Twitter Changing desktop background