





The Achiever Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>1. The quadrant of urgency</p> <ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects, meetings, preparations 	<p>2. The quadrant of quality</p> <ul style="list-style-type: none"> • Preparation • Prevention • Values clarification • Planning • Relationship building • True re-creation • Empowerment 
NOT IMPORTANT	<p>3. The quadrant of deception</p> <ul style="list-style-type: none"> • Interruptions, some phone calls • Many proximate, pressing matters • Many popular activities • Some emails, some reports • Some meetings 	<p>4. The quadrant of waste</p> <ul style="list-style-type: none"> • Trivia, busywork • Junk emails • Some phone calls • Time wasters • 'Escape' activities 

Based on the Time Management grid, created by Stephen Covey.