

The Achiever Matrix

NOT URGENT URGENT 1. The quadrant of urgency 2. The quadrant of quality **IMPORTANT** Preparation True re-creation Crises Pressing problems Prevention Empowerment • Deadline-driven projects, Values clarification meetings, preparations Planning Relationship building 3. The quadrant of deception 4. The quadrant of waste • Interruptions, some phone calls • Trivia, busywork Many proximate, pressing matters Junk emails Many popular activities • Some phone calls • Some emails, some reports Time wasters Some meetings • 'Escape' activities

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