

# Time Management Matrix

	Urgent	Not Urgent
Important	<b>I</b> Ministry Crises Personal Crises Pressing Problems Deadline-driven Projects Job Responsibilities Important Meetings Some Phone Calls	<b>II</b> Prayer Spiritual Renewal Values Clarification Relationship Building True Re-creation Visioning, Planning, Training Preparation
Not Important	<b>III</b> Interruptions Some Mail, Some Email Some Phone Calls Other People's Crises Some Meetings Drop-in Visitors Popular Activities	<b>IV</b> Trivia, Busy Work Irrelevant Mail, Irrelevant Email Some Phone Calls Time Wasters Busy Work Excessive TV Escape Activities

Stephen R. Covey 1994