

Appendix 13

MANAGEMENT OF SELF AND TIME

		HIGH	URGENCY	LOW
IMPORTANCE		Q1		Q2
		<p style="text-align: center;">Urgent and important – Do it now</p> <p style="text-align: center;">Fire Fighting</p> <p>Crises Pressing problems Deadline projects Critical tasks</p>		<p style="text-align: center;">Important not urgent –Decide when to do it</p> <p style="text-align: center;">Quality Time</p> <p>Planning improvements Prevention planning Relationship building New projects Self-development Develop and empower others (supervision)</p>
LOW HIGH		Q3		Q4
		<p style="text-align: center;">Urgent not important – Delegate it</p> <p style="text-align: center;">Distraction</p> <p>Interruptions Some calls and mail Pressing matters without impact Popular activities Activities you feel obliged to do Some meetings</p>		<p style="text-align: center;">Not important not urgent – Dump it</p> <p style="text-align: center;">Wasting Time</p> <p>Trivia Time wasters Internet surfing Some phone calls Socialising/gossip</p>

(Adapted from Covey 2004, Howe & Gray 2013)