

MANAGE

PRESSING PROBLEMS

DEMAND & NECESSITY

DAILY FIRE-FIGHTING

BE QUICK TO DELEGATE

IMPORTANT|URGENT

FOCUS

CREATIVE STRATEGIES

OPPORTUNITY & PLANNING

CRITICAL THINKING

CONSIDER THE MACRO

IMPORTANT|URGENT

AVOID

REACTIONARY ISSUES

ILLUSION & DECEPTION

NOT YOUR EMERGENCY

MINIMIZE INVESTMENT

IMPORTANT|URGENT

LIMIT

FRIVOLOUS PURSUITS

ESCAPE & WASTE

ENTERTAINMENT ONLY

USE TO REDUCE STRESS

IMPORTANT|URGENT