

Tyranny of the Urgent

	Important	Not Important
Urgent	<p>1</p> <p>Needs to be top priority</p>	<p>3</p> <p>We spend a lot of time here. However, be careful. (Putting out fires)</p>
Not - Urgent	<p>2</p> <p>Should follow #1 closely</p>	<p>4</p> <p>Don't Focus on this</p>