



TASK PRIORITY MODEL

Quadrant I to IV

<p>I. IMPORTANT AND URGENT</p> <ol style="list-style-type: none"> 1. Crisis – Spiritual, Mental, Emotional and/or Physical. A physical crisis is illness or disease. 2. Pressing Problems 3. Deadline-Driven: <ol style="list-style-type: none"> a. Projects b. Meetings c. Preparations 	<p>II. IMPORTANT AND NOT URGENT</p> <ol style="list-style-type: none"> 1. Preparation <ol style="list-style-type: none"> a. Procedures b. Operations 2. Prevention <ol style="list-style-type: none"> a. Unusual Occurrences b. Policies 3. Value Clarification & High Standard of Living 4. Planning <ol style="list-style-type: none"> a. Projects b. Menus for healthy eating 5. Relationship Building 6. Empowerment 7. True Re-Creation Time and Activities 8. Maintenance <ol style="list-style-type: none"> a. Equipment b. Health Maintenance (Diet, Supplement, Exercise). <p>The more time you invest in Quadrant II, the less time you have to “spend” in Quadrant I.</p>
<p>III. URGENT AND NOT IMPORTANT</p> <ol style="list-style-type: none"> 1. Interruptions 2. Some calls 3. Some mail 4. Some reports 5. Some meetings 6. Many proximate pressing matters 7. Many popular activities (ex. Parties) 8. Being influenced to eat or live according to the sub-standards of another person or group. <p>Examples:</p> <ol style="list-style-type: none"> 1. Sales People - companies with products or services you are not interested in by who press you for a meeting, call or mail information to you. 2. Church Solicitors – from those you are not interested in. 3. Social, Community or Other People (Family or Friends) who have pressing matters that either have nothing to do with you or they are pressing you to participate or contribute to. <p>These are not urgent activities though because they may be urgent or pressing for someone else, you may feel that pressure to reply, respond or participate. In other words, in this quadrant is what is important to others, but not to you.</p>	<p>IV. NOT URGENT & NOT IMPORTANT</p> <ol style="list-style-type: none"> 1. Anything not related to God, Family, your own business or life priorities. 2. Trivia 3. Busy Work 4. Junk Mail 5. Unhealthy eating and lifestyle practices 6. Some calls 7. Escape Activities 8. Time Wasters 9. Solicitation calls, meetings and mail – similar to Quadrant III, except calls, meetings and mail is not urgent or important.



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III. URGENT AND NOT IMPORTANT	IV. NOT URGENT & NOT IMPORTANT