(legent

Not Vergent

ITY MATRIX

- Gurpoerfant

DO:

Crisis

Projects whose date expires

Pressing issues

RESULTS:

Crisis

Fatigue

Stress

QUADRANT

Ι

DECIDE:

Personal development, Build relationships
Visualize and plan for the future
Recognize new opportunities
Fun, Recreation, Exercise

QUADRANT

IV

RESULTS: Perspective, Balance,

II Discipline, Wellness

DELEGATE:

Unannounced and

unexpected calls

Some mails and reports

Some meetings

Immediate issues

Pressures

RESULTS:

Short term focus

Meaningless goals and plans

QUADRANT QUADRANT

III

DELETE:

Distractions
Wasted time
Nice activities
Some calls and mails

RESULTS:

Total irresponsibility Job dismissal, Depend on others s