Mentor Development Program
Management Matrix

	Urgent	**Not urgent**
Important	**(MANAGE)** • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities Quadrant of Necessity	**(FOCUS)** • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation Quadrant of Quality & Personal Leadership
Not important	**(AVOID)** • Interruptions, some calls • Some mail & reports • Some meetings • Many "pressing" matters • Many popular activities Quadrant of Deception	**(AVOID)** • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Viewing mindless TV shows Quadrant of Waste