

## ***Beyond Time Management Tips and Tricks: Putting First Things First***

	<p style="text-align: center;"><b>I</b></p> <p>Crises, pressing problems, deadline projects, last-minute meeting preparation</p>	<p style="text-align: center;"><b>II</b></p> <p>Prevention, capacity and relationship-building, planning, restorative relaxation</p>
	<p style="text-align: center;"><b>III</b></p> <p>Interruptions, some calls/emails/meetings, many 'popular' activities</p>	<p style="text-align: center;"><b>IV</b></p> <p>Junk mail, busy work, time wasters</p>

Based on Stephen Covey's works: ***First Things First*** and ***7 Habits of Highly Effective People***