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Important and Urgent	Important but not Urgent
Not Important but Urgent	Not Important and Not Urgent
Not Important but Urgent	Not Important and Not Urgent
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Not Important but Urgent	Not Important and Not Urgent
Not Important but Urgent	Not Important and Not Urgent
Not Important but Urgent	Not Important and Not Urgent

Graphic interpreted from:

Covey, S. R. (2004). *The 7 habits of highly effective people: Restoring the character ethic*. New York: Free Press.