The table outlines four quadrants: Urgent vs. Important.

- **Urgent** (require immediate attention):
  - Important: Activities that represent your values, mission, and high-priority goals.
  - Not Important: Activities that require urgent attention.

- **Not Urgent** (not require immediate attention):
  - Important: Activities that are important but not urgent.
  - Not Important: Activities that are not important and not urgent.

**Quadrants**:

1. **I: Necessity**
   - Urgent: Crisis, deadlines, pressing problems
   - Not Urgent: Preparation and planning, relationship building, learning and renewal

2. **II: Effectiveness**
   - Urgent: Meaningless conversations, relationship building, learning and renewal
   - Not Urgent: Necessity, preparation and planning, relationship building, learning and renewal

3. **III: Deception**
   - Urgent: Unimportant meetings, phone calls, mail, e-mail, other people's minor issues
   - Not Urgent: Necessity, preparation and planning, relationship building, learning and renewal

4. **IV: Waste**
   - Urgent: Mindless TV, e-mail, Internet, phone calls
   - Not Urgent: Necessity, preparation and planning, relationship building, learning and renewal

**Live North of the Line**

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*Quik Reference Card 4 of 9*
Circle of Influence vs. Circle of Concern

Write in your responses to each question.

1. What is a particularly difficult challenge you are facing at work or at home?

2. What about this challenge is within your Circle of Concern?

3. What about this challenge is within your Circle of Influence?

4. What action could you take immediately to make a difference on this issue?

Habit 1: Be Proactive (Your Complete Set of Tools, pg1 of 10)
Circle of Influence

Your Attitude
Your Actions
Your Choices

Circle of Concern

Weather
Traffic
Other People's Actions

Traffic/Weather
Other People's Actions
Your Choices
Your Actions
Your Attitude

Circle of Concern/Circle of Influence