

## The Urgency Addiction Quiz

Place an "X" in each category for level of Importance and Urgency.

Situation	Important	Not Important	Urgent	Not Urgent
Hot Issue or Crisis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unscheduled Phone Calls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trivia, Busywork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressing Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning / Execution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deadline-driven projects, meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Someone who stops you to talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time wasters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Let's see how well you did ...**

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### Answer Key

Situation	Important	Not Important	Urgent	Not Urgent
Hot Issue or Crisis	X		X	
Prevention	X			X
Unscheduled Phone Calls		X	X	
Trivia, Busywork		X		X
Pressing Problems	X		X	
Planning / Execution	X			X
Daily interruptions		X	X	
Escape Activities		X		X
Deadline-driven projects, meetings	X		X	
Setting Expectations	X			X
Someone who stops you to talk		X	X	
Time wasters		X		X