UCSF **Clinical & Translational Science Institute**
http://ctsi.ucsf.edu/

Mentor Development Program
Management Matrix

	Important	Non-important
Urgent	**(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
Non-urgent	**(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