Investment Mode	**Priority Mode**
– Planning	– Billable work
– Process improvements	– Support for billable work
– Building relationships	– Pressing problems
– Self development	– Pursuing new work/clients
– Physical/mental health	– Fire-fighting
	– Handling crises
Diversion Mode	**Trap Mode**
– Retained duties	– Interruptions/some phone calls
– Some mail	– Some e-mail/mail/ reports
– Some phone calls	– Some meetings
– Trivia/busy work	– Many popular activities
	– Apparent pressing problems
	– Visitors

Value →

Urgency →

Time Mode Exercise

Review the matrix above to understand the examples of each mode of time. Using the empty matrix on the next page, think about the tasks and projects that you work on – what you do during a typical day or week. Place those topics in the appropriate box – are you spending too much time in Trap or Diversion Mode?

Time Modes – What tasks do you do and where do they fit?

Investment Mode	Priority Mode
Diversion Mode	**Trap Mode**