

**IMPORTANT**

**NOT  
IMPORTANT**

	<b><i>URGENT</i></b>	<b><i>NOT URGENT</i></b>
<b>IMPORTANT</b>	<p><b>I. Normal Parish Business</b></p> <ul style="list-style-type: none"><li>• The regular flow of work that the parish exists to do and does in support of that (such as the Eucharist and the choir rehearsal)</li><li>• Crises</li><li>• Pressing problems</li></ul>	<p><b>II. Parish Development</b></p> <ul style="list-style-type: none"><li>• Building parish capacity for health and the primary task</li><li>• People development, an increase in competence for managing their spiritual life or doing the institutional work of the parish</li><li>• Relationship building and trust development</li><li>• Establishing a direction to move in (planning, visioning, identifying the three things that would most improve parish life)</li><li>• Engaging new opportunities</li></ul>
<b>NOT IMPORTANT</b>	<p><b>III. Interruptions</b></p> <ul style="list-style-type: none"><li>• Some mail, phone, meetings, reports.</li><li>• Other people's inconsequential issues.</li></ul>	<p><b>IV. Trivia</b></p> <ul style="list-style-type: none"><li>• Busy work</li><li>• Some mail, phone calls, meetings</li><li>• Time wasters</li></ul>