

		Urgency	
		High	Low
Importance	High	I -Administration requests -Ad hoc requests -SCHEV reporting -Administration/other office requests -Questionnaires -Steve's requests -IIS-HR -SCHEV file changes -Running out of supplies	II -Large, accurate data files -Backup data files -Evaluation of Administration & Finance -OIR planning -Training -IIS !!!!!!! -Regular upgrade of equipment & skills -On-line learning -Organization of Web page -Departmental mailing list -Common Data Set -Faculty Planning -IR Group/PeopleSoft -Meeting the new VP Academic Affairs
	Low	III -Data requests that are on Web -Surveys	IV -Web browsing -Junk email -Unnecessary office chat