

PROJECT 52

LEADER'S MEETING GUIDE

This Week is About

identifying ways we can take control of how we spend our time so we are better prepared to deal with urgent items and can spend more time on things that are important to us.

Why it Matters

When urgent items constantly ask for our immediate attention, we often feel we have no choice in how we spend our time. By placing a critical eye on what we're giving our attention to, we can make small but impactful behavioral shifts that will create more time for us to spend on things that contribute to our long-term personal and professional success.

During Your Team Meeting

**Remind everyone to bring their completed Time Management Worksheet.....*

STEP 1. Get the discussion started

- ? What's something you identified in Quadrants 3 or 4 that you could change to give you more time in Quadrant 2?
- ? What change have you made or new habit have you put in place to make that shift happen?

STEP 2. Do it as a team

- ? What crisis or urgent matter is always forcing our team to drop what we're doing and respond immediately?
- ? Is there something new we can do or prepare in advance to prevent this crisis from happening so often, or can we create efficiencies elsewhere to free up more time to respond these urgent priorities when they happen?
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- ? Over the last month, what have our customers complained about the most that's within our control?
- ? How can we be proactive about this so we spend less time responding to this complaint and have more time for our team in Quadrant 2?

PROJECT 52
INDIVIDUAL CHALLENGE

PERFORMANCE
Prioritization & Time Management

Write at least one answer to each quadrant's question:

	URGENT	NOT URGENT
IMPORTANT	01 In a given week, what do you find yourself reacting to and feel you can't control it when it happens?	02 In a given week, what important activities do you wish you had more time for?
NOT IMPORTANT	03 What are you constantly reacting to that isn't really important but keeps asking for your attention?	04 What activity do you get lost in that adds zero value to your day?

Write at least one answer to each quadrant's question:

	URGENT	NOT URGENT
IMPORTANT	01 In a given week, what do you find yourself reacting to and you can't control when it happens?	02 In a given week, what important activities do you run out of time to do that you really wish you had more time for?
NOT IMPORTANT	03 What are you constantly reacting to that isn't really important but keeps asking for your attention?	04 What activity do you get lost in that adds zero value to your day?

Every time you grow your awareness of how much time you're spending in quadrants 1, 3 and 4, you grow the time you spend in quadrant 2.

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Session Wrap-up Prompts

- With what we've talked about today, what is a small, one-degree adjustment we can commit to today as a team?
- How do we hold each other accountable to making that adjustment?