

# PRIORITIZATION

## + TIME MANAGEMENT



## TEAM 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 is a crisis or urgent matter that causes our team to drop everything and respond immediately that can be better managed?
- ? Is there a different way to prepare now so we can respond faster, get ahead of the crisis or manage the situation more efficiently?
- ? Can we create efficiencies elsewhere to free up more time to respond to these urgent situations when they happen? We want to respond rather than always react.
- ? Over the last month, what have our customers complained about the most that is within our control?
- ? How can we be proactive about this so we spend less time reacting to this complaint and have more time for our team's long term goals in Quadrant 2?

**PRIORITIZATION + TIME MANAGEMENT** **PERSONAL CHALLENGE**

**1** Write in each quadrant below all things you do in a typical day or week that fit these descriptions.

	URGENT	NOT URGENT
IMPORTANT	Q1 What do you find yourself reacting to and feel you can't control when it happens?	Q2 What important activities do you wish you had more time for?
NOT IMPORTANT	Q3 What are you constantly reacting to that isn't really important but keeps asking for your attention?	Q4 What activity do you get lost in that adds zero value to your day?

**2** Looking at the above, consider changes you can make to free up more time by answering the questions below:

	URGENT	NOT URGENT
IMPORTANT	Q1 Are there ways you can be more prepared for the urgent things you wrote above so they take less time to deal with?	Q2 By making the changes you wrote in Quadrants 1, 3 & 4, how much additional time will you have for the activities you wrote in Q2 above?
NOT IMPORTANT	Q3 What notifications can you silence, or what things can you learn to push until later so they aren't constantly interrupting you?	Q4 What can you do less of or stop doing altogether so you have more time for things you'd like to do in quadrant 2?

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.

### 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?