

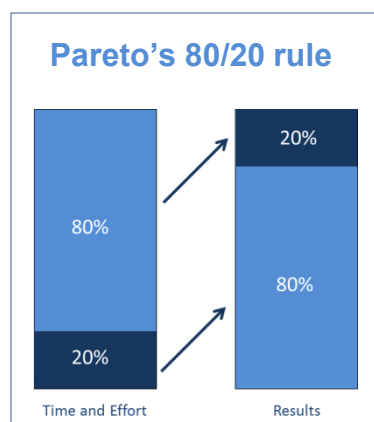
Blue Chips

Integrity Compassion Relationships Innovation Performance

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What are Blue Chips?

Blue Chip activities are those high-payoff activities that lead directly to a high return in terms of results. They are the 20% of your efforts that reap 80% of your results. The difference between average performers and high achievers is how they prioritize the amount of time they spend on high-return activities: the Blue Chips.



Do you have:

- Too much to do?
- Too little time?
- Too many e-mails?
- Too many meetings?
- Too many deadlines?

Many of us feel that way in a given day—that's just "how it is". However, that assumption can keep you from developing a Blue Chip mindset—and making the most effective use of your time!

Developing a Blue Chip mindset will help you:

- Get more done in less time
- Have more energy
- Focus your energy on the right things
- Create some balance in life
- Feel better about your time use

White chip activities consume time with little payoff in terms of results. Examples are unproductive staff meetings, routine reports that are not used, or gossip.

To help spend more time on blue chip activities you should be focused and aware, try to plan and prioritize, and delegate.

Tip #1

Better clarify your business and professional Blue Chips.

Get clear on your Blue Chip goals, projects and initiatives. Put them on a special 'Blue Chip To Do List'. Communicate those Blue Chips to your colleagues clearly and often. Remember to include subjective Blue Chips as well: coaching and developing others, building your team, and casting a positive shadow.

Tip #2

Define your personal Blue Chips.

Take a few minutes of Be Here Now time to reflect on what's really important in your personal life:

- Connections with family and friends
- Your health and physical fitness
- Making a difference to others
- Staying connected to your philosophical and spiritual side.

Tip #3

Keep Blue Chip reminders where you will see them.

Use a post-it or sticky note to keep your Blue Chips in view. Every time you see them, ask yourself, "Am I working on the right things?"

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1. Think about how you spent your time on your last typical work day.:
 - How do you feel about your personal productivity?
 - What percent of your day was spent on Blue Chip activities?
 - How could you spend more time on Blue Chip activities?
2. Ask for feedback from two people who know you well on how you could be more effective in managing your time. Note their responses below.

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Purpose

To give the group an opportunity to think about their own blue and white chips and how to stay focused and prioritize the blue chips.

Suggested Steps

Hand each person a sheet of paper and ask them to draw a horizontal line halfway across. Instruct them to write “Blue Chip” on the top of the page, and “White Chip” at the top of the bottom half.

- Ask participants to list their top three Blue Chips in the top section.
- Ask participants to list three white chip tasks they are either ready to delegate or to drop.

Discussion

Initiate a discussion about the team’s Blue Chips, through a conversation about what they wrote on their papers or by writing the various responses on a flipchart or whiteboard.

1. Ask the group “What can we do as a team to focus even more on our Blue Chip(s) as a team?”
2. Request the group to pay attention to how their personal or team Blue Chips show up for them, their colleagues and customers.
3. Ask that the team comes prepared to the next meeting to share some examples that they’ve observed.

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Our United Culture.
THE WAY FORWARD

Is This the Best Use of My Time and Energy?



blue

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HINT: Focus on My Blue Chips

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