## **Q2 CONVERSATION STARTER**

## Instructions:

- 1. Review the Time Matrix with your boss, co-workers, or team.
- Assign current tasks, projects, and activities to their appropriate quadrants.(Are they a Q1? Q2? Q3? Q4?)

IMPORTANT

Q 1 NECESSITY

Crises, emergency meetings, last-minute deadlines, etc.

Q2 EXTRAORDINARY PRODUCTIVITY

Proactive work, high-impact goals, creative thinking, planning, etc.

Q 3 DISTRACTION

Needless interruptions, unnecessary reports, irrelevant meetings, etc.

Q4 WASTE

Trivial work, avoidance activities, excessive relaxation or television, etc.

NOT IMPORTANT

URGENT NOT URGENT

1. Ic	dentify the top two to three Q2 activities that could make a significant
ir	mpact on your team or organizational goals.
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	Determine the value of those Q2 activities (impact on the bottom line,
C	ustomer loyalty, problem prevention, key relationships).
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	dentify two to three Q3 activities that hinder these Q2 activities and
С	liscuss how to eliminate them.
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