

## Q2 CONVERSATION STARTER

### Instructions:

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



1. Identify the top two to three Q2 activities that could make a significant impact on your team or organizational goals.

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2. Determine the value of those Q2 activities (impact on the bottom line, customer loyalty, problem prevention, key relationships).

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3. Identify two to three Q3 activities that hinder these Q2 activities and discuss how to eliminate them.

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