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

Q1 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