

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.

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

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