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?)

IMPORTANT



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

2 EXTRAORDINARY PRODUCTIVITY

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

Q3 DISTRACTION

Needless interruptions, unnecessary reports, irrelevant meetings, etc.

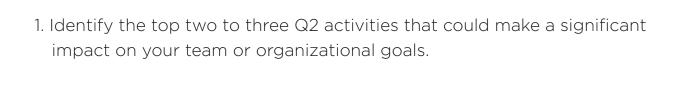
Q4 WASTE

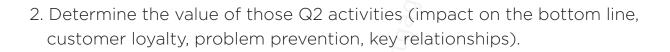
Trivial work, avoidance activities, excessive relaxation or television, etc.

NOT IMPORTANT

URGENT

NOT URGENT





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