

Creating a Q2 Culture To get the Important Things Done

Lab Management Community of Practice

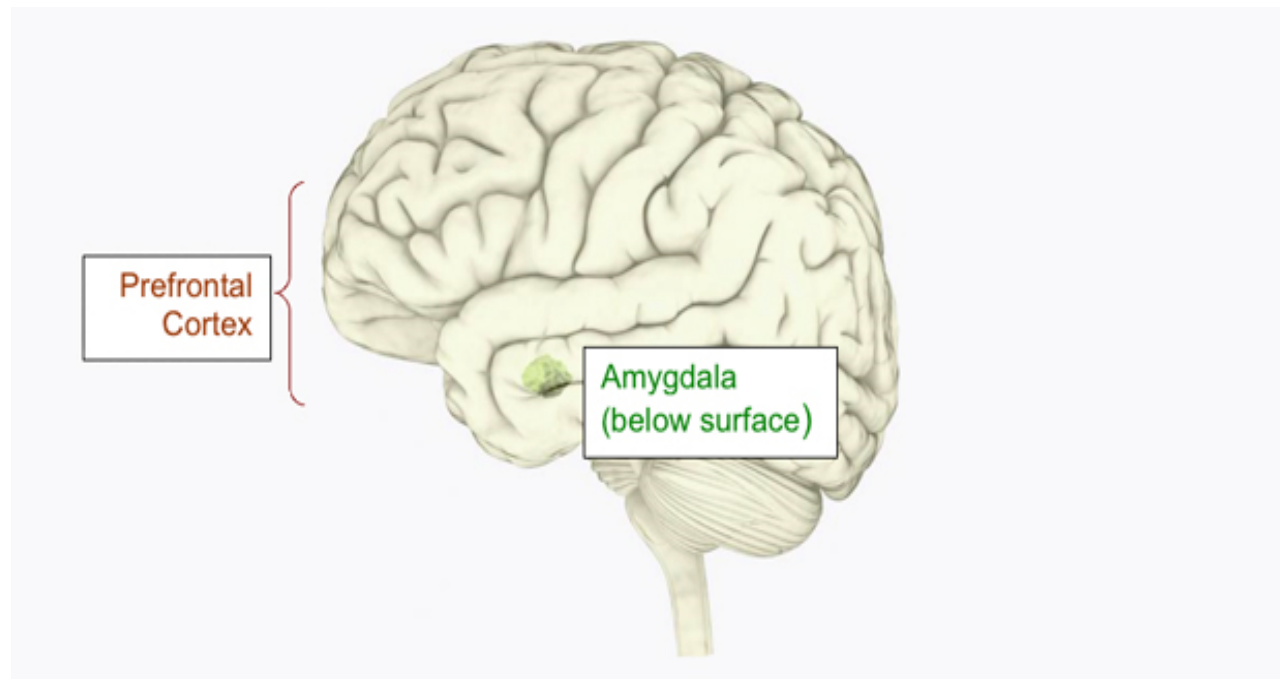
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What current issues take away from getting the important things done?

Brain Under Attack – A little Brain Science



Acting vs. Reacting

Notes:

"Anything less than a commitment to the important is a conscious commitment to the unimportant."
-Dr. Stephen R. Covey

Where are you spending your Time?

How do we get the important things done?

- 1) Discern about what is important
- 2) Give the most important things in your life priority

The Time Matrix is a framework for where we spend our time and a tool to guide us how we can start spending more time in Q2.

	Urgent	Not Urgent
Important	I ACTIVITIES: Crises Pressing problems Deadline-driven projects	II ACTIVITIES: Prevention Relationship building Recreation New opportunities
Not Important	III ACTIVITIES: Interruptions Some phone calls Some mail Some meetings Popular activities	IV ACTIVITIES: Trivia Some mail Some phone calls Time wasters Pleasure activities

Small Group Discussion:

Where do you spend your time – which quadrants (review of Pre-assessment)?

What are some of the consequences of where I'm spending my time?

What are some ways I can spend more time in Q2?

WHAT IS **ONE** THING THAT YOU COULD DO DIFFERENTLY THAT WOULD MAKE A **BIG IMPACT** ON WHERE YOU **SPEND YOUR TIME**?

Key Points-Time Matrix:

- Live in the Important Quadrants – Q1 and Q2.
- When we **FOCUS** on Quadrant 2 we can shrink or **MANAGE** Quadrant 1 more effectively
- We then get clearer to the things we should say **NO** to so we **MINIMIZE** Q3
- We spend more time on what is truly important so that we're less tempted by and can **AVOID** Quadrant 4

The KEY is let Importance NOT Urgency drive your life.

Creating a Q2 Culture

Once you build a common language based on the time matrix – use clarifying questions:

- Is it important (are there serious consequences if we don't do this)?
- Is it a high priority (what if we don't get it done until next week)?
- What can we do in Q2 to avoid Q1's like this in the future?
- What are some things we can do in Q2 to prevent QIII's?

Questions to think about and discuss:

What policies, procedures, and practices **encourage QII work**?

What policies, procedures, and practices **discourage QII work**?

Process for Implementing a Q2 Culture:

- Educate your team on the Time Matrix
- Assign tasks based on the Time Matrix
- Ask clarifying questions

How do we get the important things done?

Creating a Master TO DO List

- Captures Everything in one place
- Clears your mind of the gravel
- Used as a reference during weekly and daily planning
- Helps categorize tasks into chunks

What are your Big Rocks (the 1 or 2 most important thing you can do in each role to move the role forward each week)?

ROLE: _____

BIG ROCKS:

ROLE: _____

BIG ROCKS:

Weekly Planning: 20 minutes at the beginning of each week.

Tools: Roles (and Goals), Master TO DO List and Calendar

Steps: Review Roles (& Goals), Identify Big Rocks, Schedule Big Rocks, Fill in the gravel.

Daily Planning: 10 minutes at the end of the day (or beginning of the next day).

Tools: Calendar, Master Task List

Steps: Transfer items not completed, schedule must-do's, schedule other things from your master list.

NOTES:

ACTION STEPS:

Questions to help you create your action steps:

What are your organizations current **BIG ROCKS?** How are they communicated?

What ideas do you have to help your organization focus on QII activities and the Big Rocks?

List 2-3 action steps you are going to start with:

1)

2)

3)