

Prioritizing Your Responsibilities



Shift Our Thinking

Common Mindset

I spend my time on what's most urgent.

Common Practices

Spend most of our time on managing crisis and other people's agendas

Try to do it all

Plan sporadically or not at all

Give into the pressures of the moment

Highly Effective Mindset:

I spend time on what's most important.

Highly Effective Practices:

Focus on your highest priorities.

Eliminate the unimportant.

Plan every week.

Stay true in the moment of choice.

“Big Rocks”

What are your top three to five priorities at work, your “Big Rocks.”

What is most important for you to accomplish at work?

What should you be spending the most time on?

What activities will make an impact at your organization?

Important ≠ Urgent

Important: Activities that represent your mission, roles, values, and high priority goals.

Urgent: Activities that require immediate attention.

Eisenhower Matrix

	Urgent	Not Urgent
Important	Q1: Do now & properly.	Q2: Plan & do ahead.
Not Important	Q3: Maintenance, not progress.	Q4: Don't do it. Delegate if you must.

4 Quadrants Worksheet

What are your tasks in a typical work week?

Categorize your tasks into the different quadrants.

	Urgent	Not Urgent
Important	Q1: Do now & properly.	Q2: Plan & do ahead. Supports your vision and goals.
Not Important	Q3: Maintenance, not progress. Delegate or stop if you can.	Q4: Don't do it. Delegate if you must.

Example of recent Q1 crisis:

Q2 activities to spend more time on:

Q2 activities to add to your calendar for next week:

Negotiate or Acquiesce

A technique used in improvisation acting, acquiescing is leaning into the adventure together.

Your partner throws you an idea.

You catch the idea and throw back more.

It becomes a collaboration. You are building a story together.

Where can you do more acquiescing?

One thing you want to remember from today:

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