

Habit 3 - Management Talking Points and Activities

1) Remind staff of Habit 3 by using Covey language whenever possible

- It's Q1 time – let's make this happen
- That's great Q2 thinking – way to plan ahead
- Let's stay out of Q4
- Is this a big rock?
- How does this activity get you closer to your goals?
- I'm in Q1 right now, can this wait for a few minutes?

2) Head North Challenge

- Ask staff for suggestions for eliminating the unimportant activities of Q3 and Q4 at work – how they can live north of the line.
- Post ideas in the department.
- Reward the best suggestion with an extra 5 minute break.

3) Ideas to Make time for Q2

- Challenge staff to come up with as many ideas as they can to use their lunch break for Q2.
- Create a Q2 Hall of Fame – share stories about people who find time for Q2.
- Have everyone set a Q2 goal and report back to the team how it's going.
- Establish accountability partners to help people stay focused on their goal.

4) Focus on Planning

- Have team members share their best planning tips (personal and professional).
- Challenge yourself to plan weekly and share your successes and misses with your team.

5) Procrastination Buster

- Have everyone identify one thing they are procrastinating on (personal or professional) that could be accomplished in a week (or at least a piece could be accomplished).
- Write them all on a flip chart at the beginning of the week and post.
- As the week goes by, have people check off in some fun way when they got it done.
- If whole team meets their goal buy Buster Bars for all (or some other less expensive treat).
- Talk about what they learned, how they can apply to another challenge.

6) Fun activities

- Have a juggling contest to see who can “multi-task” the best.
- Have people make “pet rocks” they can keep on their desk. Have them write down their big rocks on them.
- Make a traveling trophy for the person staying north of the line by focusing on Q1 and Q2 (a snowman, penguin, polar bear).
- Have fake ice cube (or clear beads) that can be given out if focus goals are met (dialer stats, accounts processed, etc). When they get a certain number of cubes they can “cash” them in for a small prize.
- Establish a code word or signal to help team members remind each other when they are sinking into Q3 or Q4.