**The Four Quadrants Efficiency Exercise:**

**Step One:** Take out a post-it notes pad. In 10 minutes, write every single task and responsibility your job currently entails. Each gets its own post-it note. It can be everything from the big picture items like “Managing a $50 million strategic giving budget” to “Reporting a broken printer”. The point is to capture it all without censorship or judgment.

**Step Two:** Taking the four quadrants on page two, put every single post-it note into one of the four quadrants.

**Step Three:** Discuss with your manager, direct reports and/or as an entire team exercise together.

**Step Four:** Use the Challenges/Potential Solutions list on page three to start to identify the things you will no longer do, the responsibilities that should be elevated, and solutions that will help individuals and/or the entire team to do so effectively.

**EMPLOYEE NAME**

**CONTRIBUTES TO STRATEGY**

**PASSION**

|  |  |
| --- | --- |
| **Q3 –** ***“MOVE TO DESK SIDE and USE PERSONAL TIME”* or** ***“WORK WITH MANAGER TO ELEVATE”*****List your job responsibilities that you cannot reasonably claim make a contribution to the function’s strategy.** **These are the activities that either need to be done on your PERSONAL TIME (like ERG membership) or that you can work with your manager to ELEVATE, if they are things that could contribute to the strategy if redirected.**  | **Q1 – *“PRIORITIES”*****List your job responsibilities that you enjoy (are passionate about) that also contribute to the function’s strategy****These are your PRIORITIES**  |
| **Q4 – *“STOP” AND/OR “REDIRECT”*****List your job responsibilities that do not contribute to the function’s strategy AND you are not passionate about.** **These are the actions you should either STOP or work with your manager to redirect to another member of your function or colleagues outside your function (if applicable).**  | **Q2 – *“TOLERATE”*****List your job responsibilities that do contribute to the function’s strategy, but you might not necessarily enjoy or have passion for****These are the tasks you must TOLERATE** |

**CHALLENGES/POTENTIAL SOLUTIONS LIST:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CHALLENGE OR POTENTIAL SOLUTION?** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **DUE DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |