



KEY RETURNERS

SALES MODEL

GROWING

URGENT

NOT URGENT

IMPORTANT

Q 1

Effective Lives

Activities

Crises
Pressing Problems
Deadline driven projects

Results;

Stress
Burnout
Crises Management
Always putting out fires

Q 2

Effective Lives
Successful Managers

Activities

Prevention (production/capability)
Relationship building
Recognizing new Opportunities
Planning, recreation

Results;

Vision,
perspective
Balance
Discipline
Control
Few crisis

NOT IMPORTANT

Q 3

Irresponsible Lives

Activities

Interruptions, some calls
Some Mail,
some reports
Some meetings
Proximate,
pressing matters
Popular activities

Results;

Short term focus
Crises management

Q 4

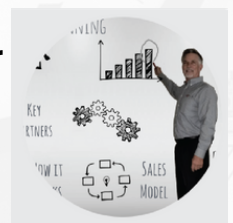
Irresponsible Lives

Activities

Trivia,
Busy Work
Some Mail
Some Phone Calls
Time wasters
Pleasant Activities

Results;

Total irresponsibility
Fired from jobs
Dependent on others or
institutions



Effective people stay out of Q3 and Q4

If you could do one thing in your professional work that you know would have enormously positive effects on the results what would it be?

How much time are you spending on this?

Rather than being a policeman or hovering supervisor, become a problem solver and helper to your employees.

Remember to keep your people involved in issues that affect them, no involvement means no commitment.

Do preventative things that stop things from developing in to a crisis in the first place.

