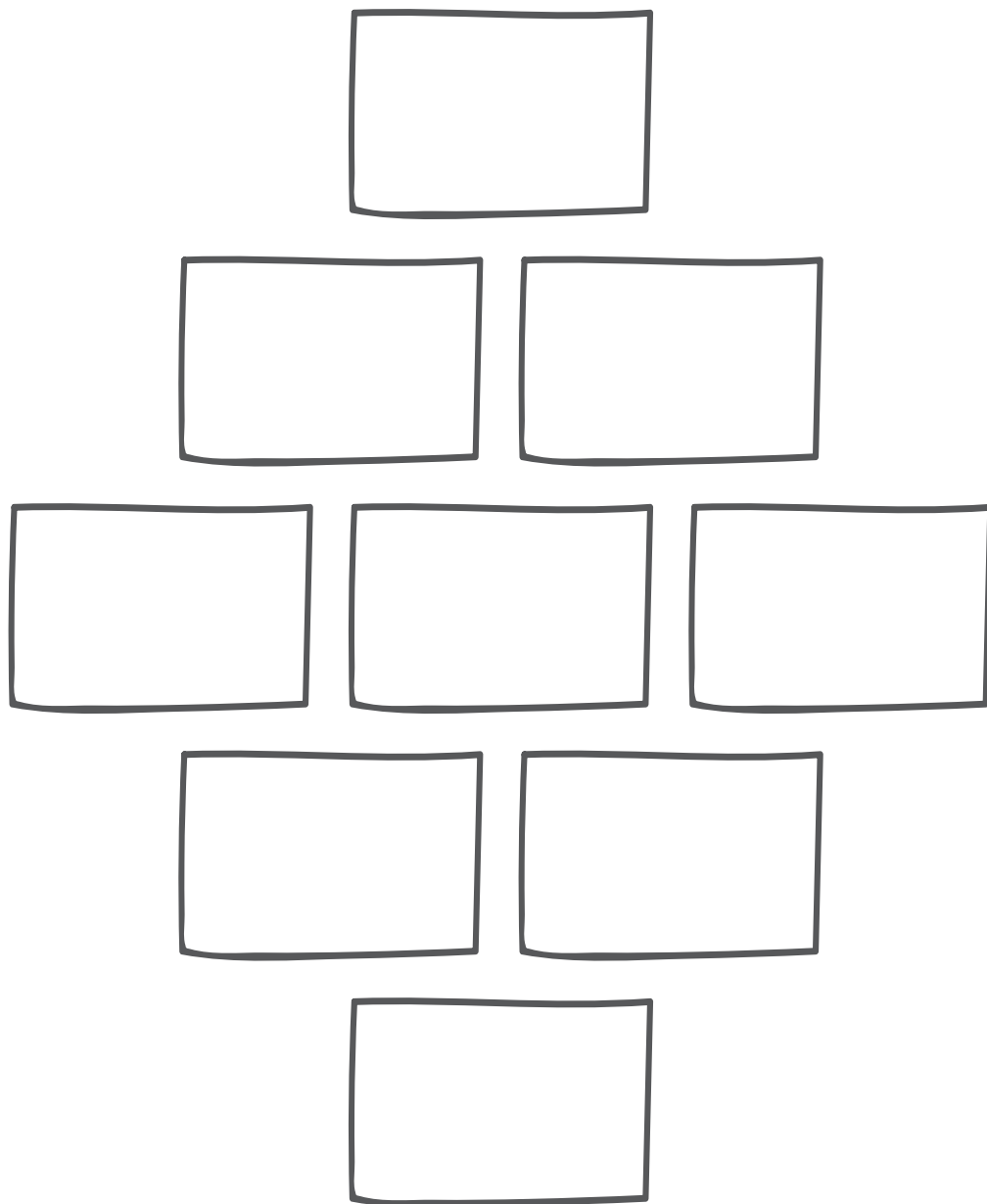




Why It Works

- Combines urgency and importance in one clean view
- Creates fast alignment without overthinking
- Gets everyone's inputs on the table — then into focus

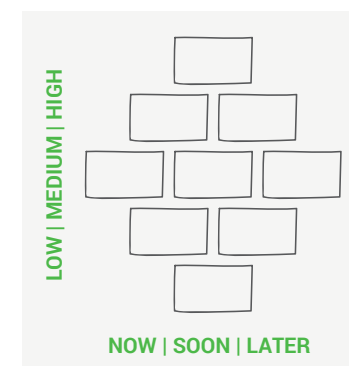
How It Works

You'll be working with a 3×3 grid — the **Diamonds layout**.

- **Horizontal axis** = Urgency (Now, Soon, Later)
- **Vertical axis** = Importance (Low, Medium, High)

Use this tool when...

- Things feel scattered
- You're overwhelmed by options
- Your trio needs to refocus fast

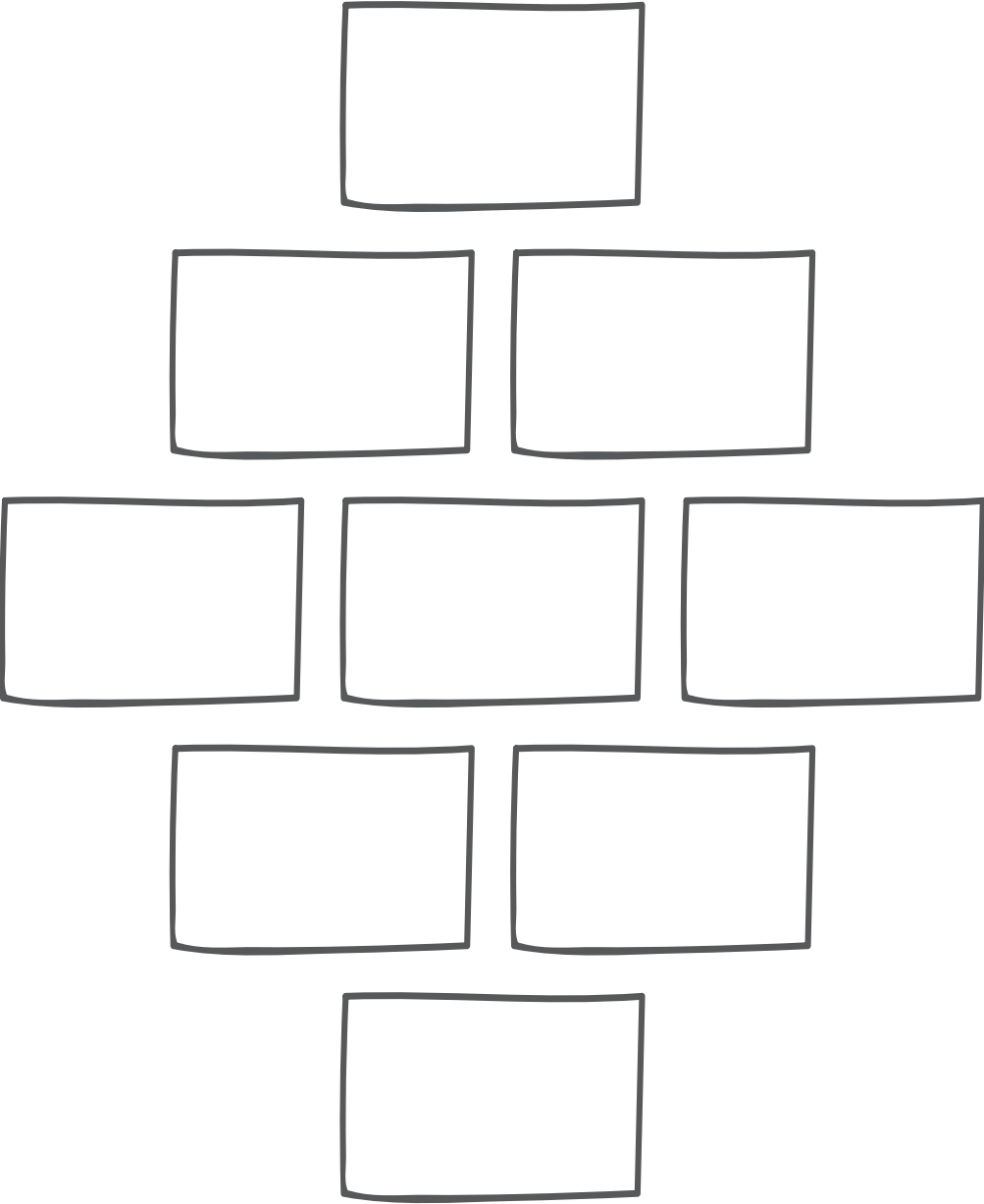


What To Do

1. **Write one concept per card**
Keep it short, clear, and specific. Use real issues, ideas, questions or actions.
2. **Place all cards in the top-left corner to start**
— as if everything is both urgent and important. You'll sort from there.
3. **Then sort across and down**
Move each card:
— Left to right > by urgency (**Now, Soon, Later**)
— Top to bottom > by importance (**High, Medium, Low**)
4. **Notice what stays in the top-left**
These are both urgent and important — a good place to focus next.
5. **Pick 1 to 3 items to act on**
Carry them into your 90-Day Plan, Fundamental Storyboarding®, or next team meeting.



Tip: Each Diamond is a powerful lever — find one to sharpen, one to spotlight.



 **Tip:** Quick sort, real talk. As a trio, you'll get aligned fast.