

## How to Lead Through Crisis:

### *Re-Evaluating Your 4-Quadrants of the Time Management Matrix*



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### **Jeff Johnson - *President, LMI Chicago, Inc.***

- Leadership Management International
- Founded in 1966 by Paul J. Meyer
- Over 80 countries, 26 languages
- Nearly 200 Affiliates in the United States

**LMI's Mission:**  
**“Developing Leaders & Organizations  
TO THEIR FULL POTENTIAL™”**



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## Topics Covered Today:

- 4 Levels of Leadership
- Wheel of Life
- 4 Quadrants of the Time Management Matrix
- One Tool for the Next 30 days



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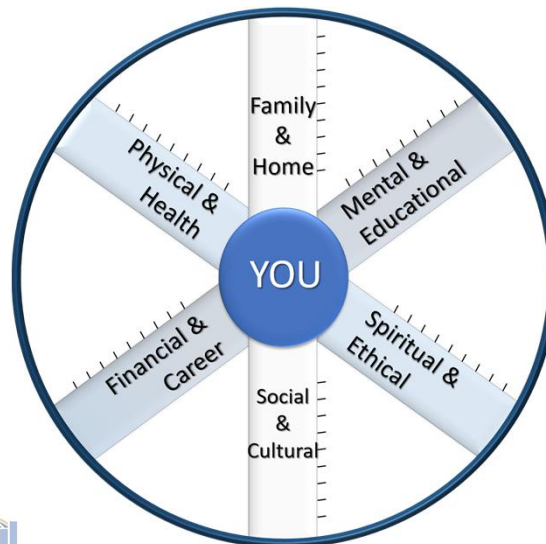
## Four Levels of Leadership



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## Wheel of Life



Rate yourself in each area:

List the 6 areas of life in order of importance to you



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## Urgent or Important?

### Definition of Urgent

Anything that has the appearance of demanding our immediate attention.

### Definition of Important

Anything that contributes results to your Vision, Mission, Purpose, Values, Goals & HPAs.

***During a Crisis - Reevaluate***



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## Time Management Matrix

URGENT

NOT URGENT

I.

II.

Important

III.

IV.

Not Important



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## Time Management Matrix

URGENT

NOT URGENT

I.

**Crisis**

II.

Problem  
Imperative  
Act Now!

Important

**REACTIVE**

III.

IV.

Not Important

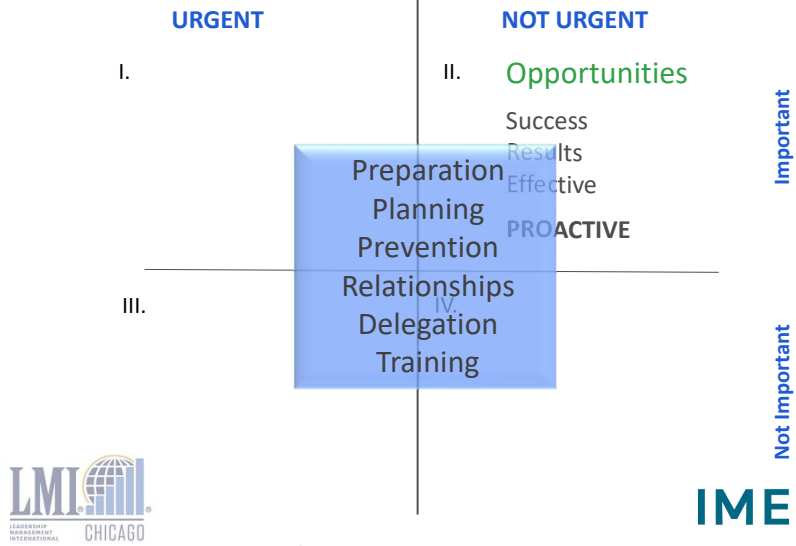


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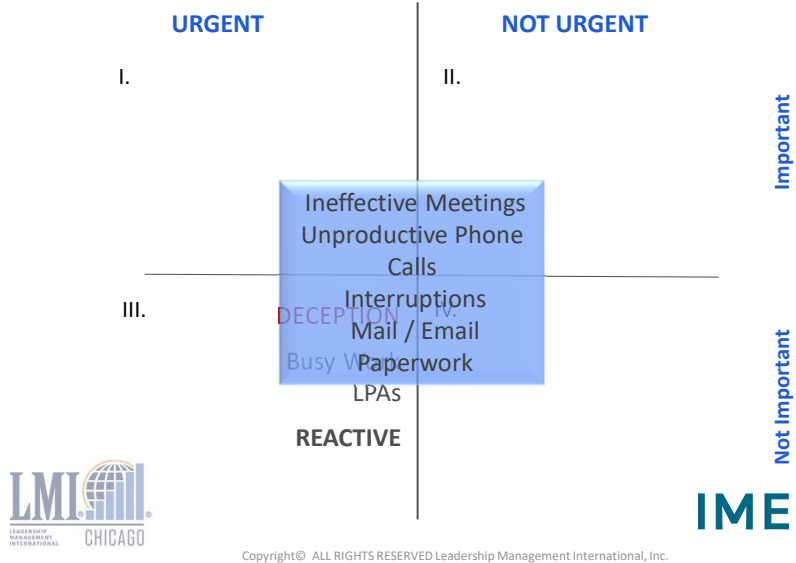


## Time Management Matrix



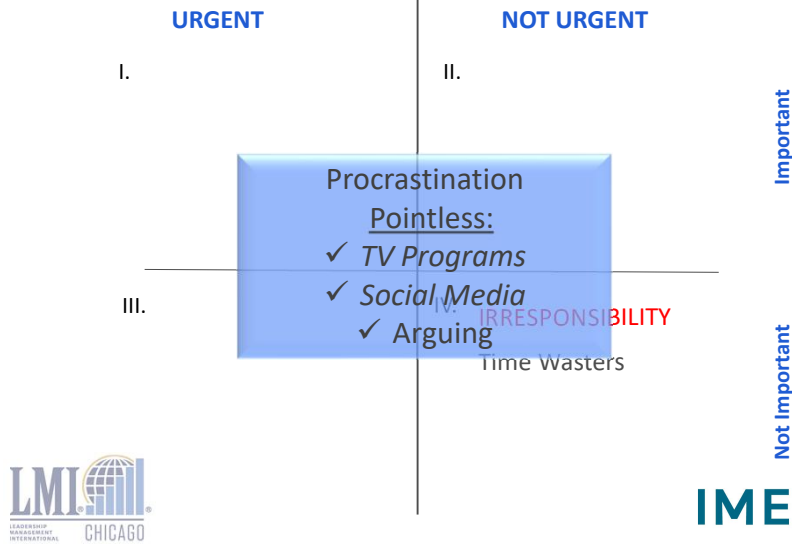
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## Time Management Matrix



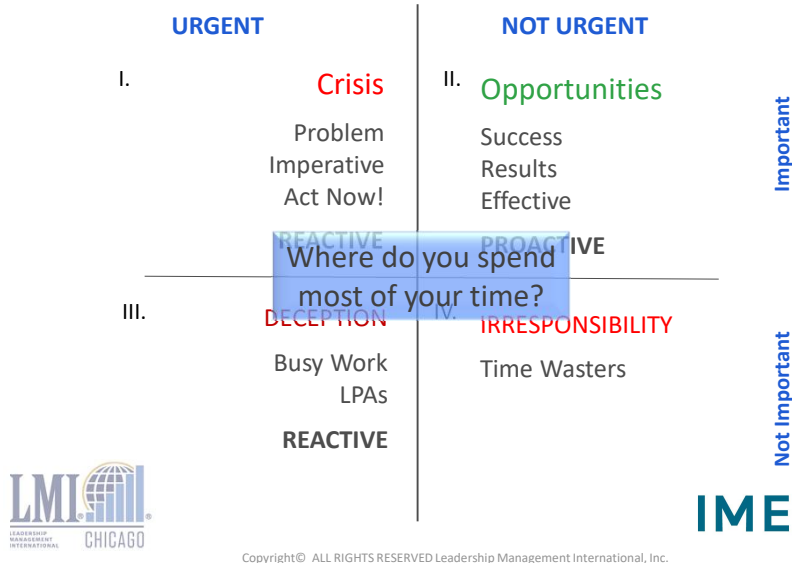
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## Time Management Matrix



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## Time Management Matrix



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## Time Management Matrix

URGENT

NOT URGENT

I. **Crisis**  
 Problem  
 Imperative  
 Act Now!  
**REACTIVE**

II. **Opportunities**  
 Success  
 Res **Neglect?**  
 Effective  
**PROACTIVE**

Important

III. **DECEPTION**  
 Busy Work  
 LPAs  
**REACTIVE**

IV. **IRRESPONSIBILITY**  
 Time Wasters

Not Important



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## Time Management Matrix

URGENT

NOT URGENT

I. **Crisis**  
 Problem  
**Imperative**  
 Imperative  
 Act Now!  
**REACTIVE**

II. **Opportunities**  
 Success  
**Important**  
 Res  
 Effective  
**PROACTIVE**

Important

**CONTROL**

III. **DECEPTION**  
 Busy Work  
 LPAs  
**Simplify**  
**Eliminate**  
**Delegate**  
**REACTIVE**

IV. **IRRESPONSIBILITY**  
 Time Wasters  
**Eliminate**

Not Important



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# One Tool for the Next 30 days

## Month-At-A-Glance Planning Tool



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### MONTH-AT-A-GLANCE

Month/Year:			
Mission/Purpose			
+			
Prioritize	<b>Personal Goals to Focus on This Month</b>		
	Family/Home		
	Financial/Career		
	Mental/Educational		
	Physical/Health		
	Social/Cultural		
	Spiritual/Ethical		
Prioritize	<b>Business Goals to Focus on This Month</b>		
Prioritize	<b>Top Personal and Business Goals</b>		
Prioritize	<b>High Payoff Activities</b>		
Target Date	<b>Imperative Project List</b>	Target Date	<b>Important Project List</b>

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## Power Thought...

*“We cannot become  
what we need to be  
by remaining what we are.”*

- Max de Pree



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## Questions?

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# Thank You!

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