

Manage the Chaos

- (1) The work load is building up and it's causing you stress;**
- (2) You have too much on your plate and not sure what to delegate;**
- (3) Many projects are in flight and you don't know where to focus.**

THE PURPOSE

Management isn't easy. Period. Learning to juggle your own priorities and support your team to do the same takes a lot of planning.

Don't get overwhelmed and manage the chaos with my take on the the Eisenhower Matrix and a simple 4 step process to get you thinking about where to spend your time.

THE PROCESS

Step 1:

- List your teams goals and objectives
- List the top priorities, and tasks, that directly focus on the goals and objectives

Step 2:

- On a scale of 1-5 rate each task (1 low - 5 high)
 - One rating for urgency and one rating for importance.
 - Focus on how each tasks pushes the needle on getting you closer to your goals and objectives

Although 'urgent' and 'important' sound like similar words, they are not the same.



Urgent tasks

Require immediate attention. It is something that must be done right now and there are clear consequences if this task is not completed on time. You cannot avoid it any longer and if you do, you will likely put yourself in more of a pickle!

Important tasks

These may not need immediate attention, or are not your own priority, but they will be supportive in achieving longer term goals. These tasks, although not urgent, still matter and are things that need to be thought through and acted on at some point.

Step 3:

Using the 4 box grid below, plot each of the priorities based on urgency and importance rating you have given.

Here is the description for each quadrant

Get it Done:

- High urgency and importance
- Tasks that have fast approaching deadlines
- Tasks that impact short term goal success
- Tasks that have consequences if missed.

Schedule that stuff:

- High importance but lower urgency
- Tasks that have unclear/unconfirmed deadlines
- More clarity is need before taking action
- Tasks that contribute to long-term goal success



Elevate Someone:

- Low urgency but high importance
- Tasks that must get done but they do not need your specific skills
- Who else on the team can do these tasks

Bye Bye:

- Low urgency and importance
- These are distractions and unnecessary tasks
- Tasks that do not contribute to either short or long term goals
- These should be declined or discussed as to what their purpose is

Step 4:

Review the list and take action:

- Block time to get the work you need DONE
- Plan who, when and how you will ELEVATE SOMEONE the tasks
- Book your 'SCHEDULE' items right away
- Say BYE BYE and politely decline un-urgent & unimportant tasks

Saying “No” to work is easier said than done.

Here are 4 questions to ask yourself when preparing to say “No”:

- How does this task moving the needle on your goals & objectives?
- What do I need to understand about this tasks for me to see it as relevant to goals and objectives?
- If my team spent time on this tasks, what does it preventing them from working?
- What do my team need to complete this tasks?
- Can I clearly explain why this task is not a priority right now?
- Could this task be another teams responsibility?



Urgent 5

Get it done:

Add your list here:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Schedule that Stuff:

Add your list here:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Important 5

Elevate Someone

Add your list here:

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
-

Not Important 1

Bye Bye

Add your list here:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Not Urgent 1



Now it's your turn to get prepared. Using this Manage the Chaos worksheet, to go through the framework and get your priorities in order.

If you're a People Manager looking to elevate your capabilities and this Playbook was helpful... **let's connect** for a no obligation chat.

Check out my **3 Month Emerge Program** that packs a punch in setting you up for success.

You will come away with fundamental management skills and tools that you wished they had sooner, that drive accountability and results that enable you to emerge as the leader you want to be.

Let's Connect

