

Manage the Chaos

There's important work to do but the people stuff is getting in the way
The work load is building up and it's causing you stress
You have too much on your plate and not sure what to delegate
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 the Eisenhower Matrix and a simple 4 step process to get you thinking about where to spend your precious time. time.

THE PROCESS

Step 1:

Write down or type out all your priorities. All the stuff you spend time on and all the requests you are getting.

Step 2:

Look at each task individually. On a scale of 1-5 rate each task. One rating for urgency and one rating for importance. Remember to think about your overall goals and responsibilities and how each tasks pushes the needle on getting you closer to your goals.

Note** 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 and the worksheet; plot each of the priorities based on urgency and importance rating you have given.

Get it Done: - High urgency and importance.

These are the tasks that have fast approaching deadlines, impact short term goal success and consequences if missed.

Schedule that stuff: High importance but lower urgency

These are tasks that have unclear/unconfirmed deadlines that need to be discussed and that contribute to long-term goal success

Elevate Someone: Low urgency but high importance

There are tasks that must get done but they do not need your specific skills to complete them. Can you handover to a team member/outsource

Bye Bye: Low urgency and importance

These are distractions and unnecessary tasks that do not contribute to either short or long term goals



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

**Now it's your turn to get prepared. Using this Manage the Chaos worksheet, to go through the framework and get your priorities on order
...with out the stress!**

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.

I guarantee that 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 Chat



www.lauralilliecoaching.com



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

Not
Important 1

Elevate Someone

Add your list here:

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

Bye Bye

Add your list here:

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

Not Urgent 1

