

CARE FOR SELF AND OTHERS

A Leaders for Leaders Masterclass

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BREAKOUT #1

- Recently, **which quadrant** have you been spending the most time in? Use an example to explain.
- What is something you can **start**, **stop** or **continue** doing to spend more time in quadrant 4?



BREAKOUT #2

- Over the past month, **which quadrant** has taken up most of your energy and focus?
- What is **one specific way** you could shift time away from Quadrant 1, 3, or 4 and invest it in Quadrant 2?
- Which Quadrant 2 activity would have the **greatest positive impact** if you started this week?



THE 4 QUADRANTS OF TIME

Thanks to Stephen R. Covey

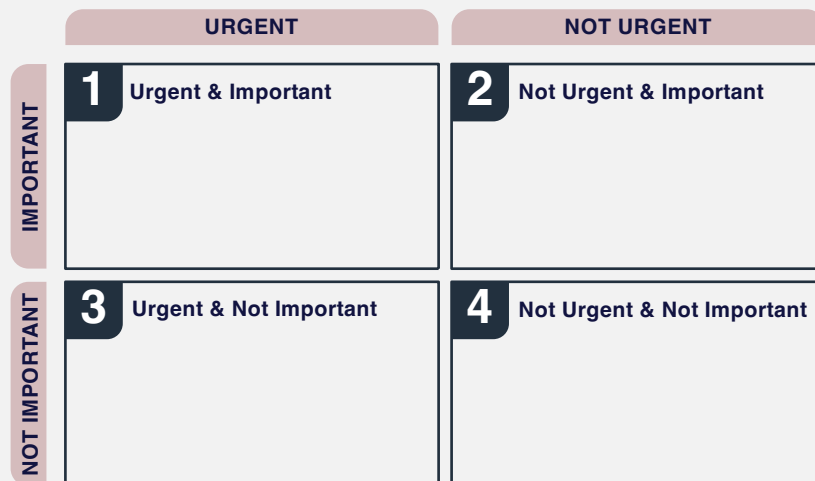


STEP 1: TRACK YOUR TIME

For one day — or if you're brave, one week — track where your time and energy go. Pay attention to which quadrant most of your effort is landing in.

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STEP 2: RECLAIM 10 MINUTES A DAY

Each day this week, identify **10 minutes** of time from Quadrants 1, 3 or 4 that you can eliminate, delegate, or simplify. That adds up to **1 hour a week** you're getting back!

Examples:

- Avoid getting distracted by emails notifications (Q1)
- Say "no" to a meeting you don't need to be in (Q3)
- Stop/limit mindless scrolling on social media (Q4)

STEP 3: INVEST IN Q2

Now, reallocate those reclaimed minutes into Quadrant 2. Pick something that helps you manage the tension between Self AND Others.

Ideas include:

- 10 minutes of silence, meditation, or journaling
- A focused check-in with a team member or friend
- Reading something fun, inspiring or developmental
- Taking on a weekly volunteer shift
- Getting outside

QUICK TIP – *Marry Complementary Tasks*

Examples for **SELF**:

- Go for a walk while waiting at your child's practice or lesson.
- Listen to an audiobook or podcast while folding laundry or doing dishes.

Examples for **OTHERS**:

- Send a quick thank-you text while waiting in line for coffee.
- Double up your recipe for dinner and drop a portion off to a neighbour or friend.

NEXT STEPS

01 KEEP LEARNING
SLIDES & RESOURCES

02 STAY CONNECTED
NEWSLETTER & SOCIAL MEDIA

03 HELP US GET BETTER
SHARE YOUR FEEDBACK



Personal Action Plan

Commit to one small step today.

Main point to remember from today's masterclass:

What can I **start**, **stop**, or **continue** doing in the next week to put my learning into action?

☒ Start

☐ Stop

☐ Continue

Who can support me and help me stay accountable to this learning commitment?



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