

Q2

IS BETTER THAN

Q3

Q2 is Better than Q3 – from [Leadership Wisdoms](#)

Just to clarify, Q2 time is what Stephen Covey describes as Important but Non-Urgent work, which can be squeezed by Urgent and Important work (Q1) as discussed in another ‘**Leadership Wisdoms**’ poster elsewhere. For leaders, Q2 time includes coaching, communication, developing others, planning, strategizing, visioning and more. The creative longer-term stuff that can get squeezed out if there is too much Q3 time.

This is another thief of Q2 time, where Not-Important but seemingly Urgent work comes your way. If, as a leader, you find too much of your time is being taken up with this sort of work, you can easily take action in four areas.

Firstly, if the work is someone else’s urgent, be disciplined to say ‘No’. They have no right to steal your Q2 time so need to be disciplined by the boundaries you set. There is another poster on this topic too.

Secondly, if the work is not important, reject it, or, if it is within your responsibility, work out who else on your team could do it, with an initial support from you.

Thirdly, if the work seems to be important, recalibrate your assessment of it, ensuring it is at the most appropriate priority level. If such items crop up frequently, take action to schedule better and have a plan to deliver at appropriate times.

Finally, there is always the consideration that some of the Q3 things that get in the way of your own Important and Not-Urgent time need not to be done at all. If they deliver no value, be rigorous with yourself and give permission to your team members to simply stop doing them.

5 Steps to Less Q3

1. Consider who imposes on you for their urgency to steal your time and create a strategy to stop them. You must create boundaries. You must say ‘No’.
2. Learn to delegate work that does not need your personal attention to others who, with initial guidance will develop as well.
3. Reprioritise some of the Q2 work ahead of any other Q3 work, by red-circling time in your calendar to make sure you create that useful time.
4. Stop doing some things by radically cutting things which add not value.
5. Remember that your role as a leader is to do leadership things and, as you do, your team will grow and develop their own abilities to work more in the Q@.

How will you get less Q3 in your life?

About Martin

Martin Haworth is a leadership coach and trainer based in Gloucester England. He coaches individuals one-to-one developing their leadership skills, on their personal development and career planning. He also works with organisations helping them deliver effective leadership throughout their organisation in a kind, supportive and motivational way. martinhaworth.com

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