A drawing of a face

Description generated with high confidence

**Impact Lab Learning Network  
August 2018 | Find Your Focus**

## Take Things Off the Plate

## A powerful way to use your focus is to decide what to take off your plate.

**Sorting Technique 1: Direct Match**

## Which responsibilities/tasks relate directly to accomplishing my imperatives?

|  |  |
| --- | --- |
| **DIRECTLY RELATE** | **RELATE A LITTLE/DON’T RELATE AT ALL** |
|  |  |
|  |  |
|  |  |
|  |  |

**Sorting Technique 2: Traffic Light**

Sort responsibilities/tasks into three columns (this is a great staff meeting exercise to help your whole team learn how to use focus – make it visual using sticky notes or a whiteboard)

|  |  |  |
| --- | --- | --- |
| **GREEN LIGHT** | **YELLOW LIGHT** | **RED LIGHT** |
| Contributes significantly to accomplishing my imperative | Helps a bit/ might help a lot if tweaked | Doesn’t help at all / gets in the way |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Sorting Technique 3: Forced Ranking**

## Forced ranking prioritizes all your responsibilities/tasks relative to your imperatives (this is a great technique when everything feels critical)

* Write each responsibility/task on a separate sticky note
* Consider each item one at a time
* Where does it falls among those already listed?
* Place it above all items that are less important, below all items that are more important