

**The Four Quadrants: Fill in the boxes with words and pictures that represent these areas of your life.**

**Favorite Piece of Music:**

**Favorite Quote:**

Personal		Work/Role on Project	
Family	Project Team	Your Future Vision	Perfect Project
<p>Stabilize handoffs for good work flow            What work is before you?/What work is at the same time?/What work is after you?</p>			
Personal Challenges		Project Challenges/Constraints	

## INSTRUCTIONS:

1. Use flip chart paper (Post it is best) or regular paper for smaller groups. If you have very large groups, you can do this in groups of 4-6. Be sure the groups are totally mixed.
2. Instruct everyone to fill out the four quadrants. They can use pictures or words or whatever they want. This should take around 20 minutes.
3. At the end of the 20 minutes, everyone should present their quadrants one at a time to the group.
4. They can put their flip charts up on the wall and leave them there. Be sure to take photos of each one for future reference. You can go through these several times throughout the project to see what has changed.
5. After each person goes through their information, open it up to the group for any additional questions.
6. This breaks down barriers, creates connections and trust, and a great foundation for collaboration.