

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
Family	Personal Future Vision
Perfect Project Outcome	
Personal Challenges	Project Challenges

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. Create a project or team playlist from the favorite pieces of music and play this prior to meetings, during lunch, and at team events.
7. This breaks down barriers, creates connections and trust, and a great foundation for collaboration.