

3-DAY

BUSINESS CHALLENGE

WELCOME TO OUR CHALLENGE!
HERE WE WILL BE BREAKING OLD
HABITS AND IMPLEMENTING NEW
PROCESSES!

DAY 1

Creative Chaos

OBJECTIVE:

- **EMBRACE FLEXIBILITY AND NEW IDEAS**

TASK:

**USE THIS DAY TO MIX UP YOUR ROUTINE
CREATIVELY!**

**EXAMPLE: CREATE A NEW WORK
ENVIRONMENT, CHANGE THE ORDER OF TASKS,
OR INTRODUCE A SHORT & FUN ACTIVITY.**

DAY 2

The Four-Quadrant Reflection

OBJECTIVE:

- **PRIORITIZE ACTIVITIES USING THE EISENHOWER BOX (URGENT/IMPORTANT MATRIX).**

TASK:

- **CATEGORIZE DAILY TASKS INTO FOUR QUADRANTS:**

- 1.) URGENT/IMPORTANT**
- 2.) IMPORTANT/NOT URGENT**
- 3.) URGENT/NOT IMPORTANT**
- 4.) NOT URGENT/NOT IMPORTANT**

**** IDENTIFY OPPORTUNITIES TO DELEGATE OR
ELIMINATE LOW-PRIORITY TASKS. ****

DAY 2

The Four-Quadrant Reflection

EXAMPLES:

URGENT AND IMPORTANT: DO IT NOW

- **RESTOCK FAST-MOVING ITEMS THAT HAVE RUN OUT.**
- **RESOLVE CUSTOMER COMPLAINTS THAT COULD IMPACT THE STORE'S REPUTATION.**
- **COMPLETE DAILY CASH RECONCILIATION AND BANK DEPOSITS.**
- **ATTEND TO AN EQUIPMENT MALFUNCTION THAT HALTS BUSINESS OPERATIONS.**

DAY 2

The Four-Quadrant Reflection

EXAMPLES:

IMPORTANT BUT NOT URGENT: SCHEDULE IT

- **PLAN SEASONAL INVENTORY PURCHASES AND PROMOTIONAL EVENTS.**
- **TRAIN EMPLOYEES ON NEW STORE PROTOCOLS OR SALES TECHNIQUES.**
- **ANALYZE SALES DATA TO INFORM LONG-TERM STRATEGIC DECISIONS.**
- **REORGANIZE THE STORE LAYOUT TO IMPROVE CUSTOMER EXPERIENCE.**

DAY 2

The Four-Quadrant Reflection

EXAMPLES:

URGENT BUT NOT URGENT: SCHEDULE IT

- RESPOND TO NON-CRITICAL EMAILS OR PHONE INQUIRIES.
- SCHEDULE ROUTINE CLEANING AND MAINTENANCE TASKS.
- HANDLE MINOR EMPLOYEE ISSUES THAT A SUPERVISOR CAN RESOLVE.
- PROCESS ROUTINE PAPERWORK LIKE INVOICING OR ORDER CONFIRMATIONS.

DAY 2

The Four-Quadrant Reflection

EXAMPLES:

NOT URGENT AND NOT IMPORTANT: ELIMINATE IT

- **EXCESSIVE BROWSING OF SOCIAL MEDIA DURING STORE HOURS**
- **READING IRRELEVANT NEWSLETTERS OR ARTICLES.**
- **UNPRODUCTIVE MEETINGS WITH NO CLEAR AGENDA OR OUTCOMES**
- **ENGAGING IN ACTIVITIES THAT ARE PERSONAL AND NON-WORK RELATED.**

DAY 3

Reflect & Plan Forward

OBJECTIVE:

**SOLIDIFY YOUR LEARNINGS AND PLAN
ONGOING IMPROVEMENTS.**

TASK:

**WRITE A REFLECTION PAPER ON WHAT YOU'VE
LEARNED THROUGHOUT THE WEEK. OUTLINE THREE
ACTIONABLE CHANGES YOU PLAN TO INTEGRATE INTO
YOUR REGULAR ROUTINE FOR CONTINUED GROWTH
EFFICIENCY.**