

Who's Got the Monkey?

October 1, 2020

Five Types of Work Time

1. _____-imposed

2. _____-imposed

3. _____-imposed

4. _____-imposed

5. _____

What to do when the invitation to take on a monkey comes:

1. _____ it back as a question: "What outcome are you looking for from this conversation?" "What are you trying to achieve?"

• _____ Empathy

• Use Your _____

• Use Your _____

• _____ And _____ Them

2. Either _____ the issue now and leave the monkey still on their shoulders or _____ them to schedule a time with you later. If you take the the responsibility yourself for scheduling, you have taken on the monkey.

• _____ should be face to face or on Zoom/telephone.

• No _____ except to schedule. Emails are the easiest way for someone to shift their responsibility onto someone else.

• Work at keeping the _____ with those team members it should be on and off of you.

• _____ a team that takes responsibility for their own work and sends fewer monkeys your way.

3. Or _____ the _____ and solve the problem yourself (not always the best response).

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Who's Got the Monkey?

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Five Types of Work Time

1. **Boss** -imposed

2. **Job** -imposed

3. **Self** -imposed

4. **Others** -imposed

5. **Discretionary**

What to do when the invitation to take on a monkey comes:

1. **Turn** it back as a question: "What outcome are you looking for from this conversation?" "What are you trying to achieve?"

• **Show** Empathy

• Use Your **Expertise**

• Use Your **Experience**

• **Encourage** And **Energize** Them

2. Either **discuss** the issue now and leave the monkey still on their shoulders or **ask** them to schedule a time with you later. If you take the the responsibility yourself for scheduling, you have taken on the monkey.

• **Meetings** should be face to face or on Zoom/telephone.

• No **emails** except to schedule. Emails are the easiest way for someone to shift their responsibility onto someone else.

• Work at keeping the **responsibility** with those team members it should be on and off of you.

• **Build** a team that takes responsibility for their own work and sends fewer monkeys your way.

3. Or **take** the **monkey** and solve the problem yourself (not always the best response).

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