

# Parking Lot

## **Goal**

Assess each Forum member's current issues—professional, personal, and family. Members self-assess the importance and urgency of their issues, and then the group prioritizes the issues to be used as a source of presentations at future meetings.

## **Instructions to Moderator**

1. Using a flip chart, draw a diagram similar to the following:

Name	Professional Issue	Personal Issue	Family Issue

2. Ask each Forum member to name their most important and/or pressing professional, personal, and family issue.
3. Using the Parking Lot grid, go back to each member and ask them to identify in which quadrant their issue falls.
4. Prioritize the issues to a new list, focusing on issues that are Quadrant 1 and Quadrant 2. Engage in discussion on issues that are in the same quadrant, using a timeline (how quickly do you need to resolve this) as a gauge.
5. Use the prioritized list to determine the upcoming presentation schedule for your Forum.
6. After you have copied down the final list, tear up the flip chart paper in everyone's presence. This underscores the confidentiality of the issues.

<p><b>Urgent Important</b> (Quadrant I)</p>	<p><b>Important Not Urgent</b> (Quadrant II)</p>
<p><b>Urgent Not Important</b> (Quadrant III)</p>	<p><b>Not Urgent Not Important</b> (Quadrant IV)</p>