



TIPS FOR CREATING AND USING PRIORITIES TO EMPOWER YOU

1. AUTHOR YOUR LIFE

Choose accomplishments that match your definition of the life you want. Include nothing because you “should.”

2. MAKE YOUR PRIORITIES RELEVANT AND DO-ABLE.

- Be strategic -- find the trimtabs.
- Identify bite-sized pieces of accomplishment that are do-able (not daunting) and that keep your key projects moving forward.
- Be clear on your intended outcome. (“Schedule time” vs. “have the result”!)

3. GET REAL. TAKE THE FACTS INTO ACCOUNT.

- Refer to your calendar and note significant time commitments.
- Don't bite off more than you can chew.
- Remember it need not all happen now. Consider “bottom lines” and “go fors”

4. CONSIDER ALL AREAS OF LIFE.

5. PLAY TO WIN

- Make appointments with yourself to ensure that key work is accomplished.
- Share priorities with people whose cooperation, collaboration or support is key.
- Refer to priorities throughout the week or month, and choose actions to take that keep you on track.
- Pretend there's “no back door.” What would it take to bat 1000 on your priorities this time?

6. COMPLETE PRIORITIES BEFORE CREATING NEW ONES.

- Forgive the undone, celebrate the accomplishments, capture the lessons to be learned, move on.