

10 Insights for Priority Management

To construct and embed a new behaviour, follow these 5 “laws”.
What steps could you take to introduce the 5 laws to your new habit?

- 1. We don't need more time. We just need to decide.**
- 2. I'm not busy, and that's my choice.**
- 3. Reacting vs. Creating. A powerful distinction.**
- 4. I don't need another time management system.**
- 5. My thinking creates my sense of overwhelm.**
- 6. Thinking Time is my highest return activity.**
- 7. If we want better answers, ask better questions.**
- 8. My calendar is my scorecard. What's my grade?**
- 9. Map-out the calendar at the level of the week.**
- 10. Put time on the calendar FIRST.**

**I'm not overwhelmed.
I just THINK I am!**

It's not my workload that creates my sense of overwhelm, but my thoughts about it.

**How am I doing overwhelm?
What thoughts am I believing?**

All I need to do is to slow down and take some deliberate THINKING TIME.

Thinking Time is the most valuable time on my calendar.

How clear is my thinking?

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What are my timelines?

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**What's my long list?
What are my Top 3 priorities?
How am I determining that?**

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**What seems urgent?
Is it? According to whom?**

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**How aligned am I with this work?
What's exciting about this work?**

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**What lesser goals need to go?
What else looks like an obstacle?
What else is making me resistant?**

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**What communications are needed?
What agreements must we create?**

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What's my immediate next action?

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Calendar Review.

My calendar is my scorecard.

What's down on the calendar shows what we are currently valuing and prioritising.

How "clean" is my calendar?

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What percentage of my time is spent on my top priorities?

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How does my calendar cater for low-level admin activity?

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Where am I wasting time and effort on low-return tasks?

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Does my calendar align my best times with my top priorities?

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Changes: Mapping out the week to come ...