



PRIORITY MANAGEMENT TOOL

DETERMINE YOUR MOST PRECIOUS RESOURCES

- Review your Life Plan - Are your priorities clearly identified?
- Are you clear on the specific time required to execute all actions and disciplines listed in your Life Plan? If not, review your life plan right now, and look at each time required activity and estimate the total amount of time that will be required to do that activity with excellence throughout the year.
- If so, add the total amount of hours required to achieve your Life Plan on an annual basis. _____
- Subtract that total of hours from the total amount of hours you have in a year (8760 hours in a year). _____
- Now subtract 2920 hours for sleeping (8 hours a day). _____
- Re-write your answer on the line below.

_____ - this is how much time you have left over to pursue your Business Plan.

KNOW YOUR ROLE

Now that you have the amount of hours left available for doing business, you must be crystal clear on what are the highest impact, highest value functions you will do with the time you have available.

Know your max ROI in your daily functions

- Calculate your current hourly rate:
 1. Estimate the actual amount of hours you have worked year-to-date: _____
 2. Determine your year-to-date income: _____
 3. Divide your income by your hours worked: _____

This is your current hourly rate.

- If you are salaried, consider what functions you perform and how they drive revenue for your company.



Make sure your time is spent in the key disciplines that support your Business Plan and Vision.

- What functions or roles have you recognized that have the most successful impact on your organization?

- How much time do you actually spend per day or per week doing those functions?

- What would it look like if you were able to spend more of your time doing those functions?

- What would have to happen to free you up to spend more time in those functions?

- What impact on the organization, your department and your role could you reasonably expect if you were to increase your time in those functions?

- Who are the key decision makers required for you to make a decision to spend more time in those areas?

- What resources might you need in order to allow you to spend more time in those functions?

- What risks might you have if you were to shift more of your time towards those functions?

- What could you do to address those risks or minimize the exposure to those risks?



KNOW WHAT IS REALLY REQUIRED IN TERMS OF TIME, RESOURCES AND SUPPORT

- Take a realistic inventory of how much time it will take to do all key disciplines with excellence in your Business Plan.
- Identify the big rocks. What large chunks of time do you anticipate during the year? Vacations, holidays, birthdays, anniversaries, etc? Seminars, business trips, chunks of time that take 4 hours or more solid - where do they need to fit in terms of a year?
(Use the Yearly foldout calendar for 2011-2012 to start drafting a game plan for where your big chunks of time will be addressed.)
- Consider what resources you may need to show up to each time block with the highest degree of execution.
- Know where you are not best equipped for certain aspects of your job and seek out support.

ANTICIPATE THE DIVERSIONS

Asses the following:

- Where do most interruptions occur in your day? *(Examples include: internal teammates, clients, referral partners/vendors, regulatory changes, market conditions.)*

- What diversions might you anticipate coming in the next 90-120 days?

- What diversions might distract you that look like good opportunities?

- If you pursue those opportunities, are you aware of your time available to pursue new opportunities?

- What might get compromised in your existing day and plans if you go after new opportunities?



- How do you weigh the cost of what you may say no to in order to say yes to something else?
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- What sorts of opportunities do you have right now that you should consider if it makes sense to say yes or no to them?
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- If you say yes, what will you choose to eliminate in your day?
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COMMUNICATE AND DELEGATE

Next Steps: Now that you have gone through this process, here are the next steps of action on what, how and who to communicate and delegate your plans.

- Assess daily goals, actions and other to be done.
- Daily huddles - who are your most important people in your day that need to know about the goals of the day? How can you meet with them for a quick huddle to discuss what the day has in store?
- Assess how much time you might need to execute everything in your day and determine what you can or need to delegate and focus on your highest and best skilled functions for the day.
- Weekly planning - at the end of the week, use the following process. If you are married and if you have kids, it is strongly recommended to have a weekly planning meeting with your spouse and if you have kids, their schedule will impact yours!
- Look at how the week just played out and ask the following key questions:
 1. What were the most productive actions and decisions that got made this week?
 2. What did not get completed this week that must be done by next week?
 3. What proactive actions do you want to complete next week?
 4. Review the week and schedule in advanced the proactive actions and decisions that need to be made.
 5. Share with the team on Monday the weeks' goals.
 6. Know what is realistic and decide what you will do and what you need to delegate.