

## HOW TO FOCUS YOUR DIARY ON YOUR TOP 3 PRIORITIES.

- 1) Write down your top 3 priorities.
- 2) Allocate each one a colour.
- 3) Look at your diary for the last month and next month (alternatively the last/next fortnight).
- 4) Look at each activity.
- 5) If it directly relates to one of your top 3 priorities, add the colour you have allocated to that priority.



### PRIORITIES

- 1 GOLD
- 2 BLUE
- 3 GREEN

- 6) Once complete you will have a very clear visual on what % of your time is being spent on those 3 priorities.
  - 7) The opportunity now is to look at the rest to really challenge yourself about what you are doing, how much you are spending doing it and why you are doing it.
  - 8) By reducing the uncoloured items, you have the choice on how to reinvest the time.
- Why not set yourself a goal on how much more coloured ink you will see across your diary one or three months?