

IDENTIFYING YOUR PRIORITIES

1) Write down your top 3 priorities.

Please be strict on yourself and keep to 3 priorities. Jim Collins says if you have 'more than 3 priorities, you don't have priorities, you have a list!' This is about thinking deeply about what matters most and being more ruthless with your diary and the activities you commit too.

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 time? Keep the timeframe short to ensure you take immediate action to make the changes you need to spend more time on your priorities.