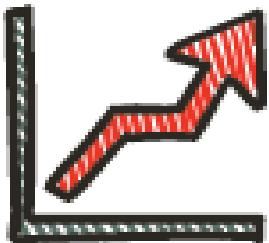


# WEEK 2: PRIORITIZE

"Someday" will never come unless you identify goals and utilize strategies to turn your goals into priorities.

## SET CLEAR GOALS:

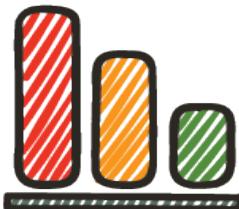


- Are you are setting S.M.A.R.T. goals (Specific, Measure, Attainable, Relevant and Timely)?
- Start by organizing goals and tasks into short and intermediate (realistic) milestones consistent with these goals.
- Are your time commitments consistent with your priorities?
- Are you constantly mindful of your long-term goals and adjusting them in order to achieve the results you want to achieve?



WHAT ARE YOUR STRENGTHS  
& WEAKNESSES  
& How  
Does Your  
Work Style  
Support  
These?

Understanding what comes naturally to you can help maximize your efficiency and productivity. Focus on using your strengths rather than investing a lot of time into improving weaknesses. Find ways to work around shortcomings so that they don't slow you down or stand in your way to achieving your goals.



## PRIORITIZE YOUR DAILY, WEEKLY, & MONTHLY TASKS/GOALS.

Arrange your list of goals:

- Important & Urgent: Complete these tasks right away.
- Important But Not Urgent: Focus on chipping away at this list as soon as important and urgent tasks have been completed. The goal is to complete these tasks before they escalate in urgency.
- Urgent But Not Important: Minimize the number of tasks by removing or delegating to others.
- Not Urgent & Not Important: Set these aside to do later. If possible, completely remove non-essential tasks from your plate.



## DOES YOUR TIME REFLECT YOUR VALUES & THEIR PRIORITY IN YOUR LIFE?

Achieving balance between our competing demands is a constant struggle in life. Compare your list of priorities with your time diary from Week 1. Are they in alignment with each other? If not, what adjustments can you make to make that happen?

