

PRIORITY MANAGEMENT TIPS AND TRICKS

Welcome

AGENDA

1. Welcome, Introductions, Meet Someone New (10 mins)
2. Overview of Priority Management Tips and Tricks (5 mins)
3. Priority Management Tips and Tricks – Part 1 (10 mins)
4. Review, Discuss and Q&A (15 mins)

PRIORITY MANAGEMENT TIPS AND TRICKS

THERE ARE “6” COMPONENTS

- Time Management System
- Setting Objectives
- Listing Activities
- Prioritizing Activities
- Execution
- Review

THERE ARE "6" COMPONENTS

- Time Management System

Part 1

- Setting Objectives

- Listing Activities

Part 2

- Prioritizing Activities

- Execution

Part 3

- Review

KEY CONCEPTS – SELF ACCOUNTABILITY

- Establish Priorities
- Review Priorities Weekly
- Enter Priorities in Calendar
- Protect Priorities

KEY CONCEPTS – ESTABLISH



KEY CONCEPTS – REVIEW



KEY CONCEPTS – ENTER

	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21
GMT-04					
9am	9 – 10 Plan My Week	9 - Priontize My Da 9:30 - Manage Inbo	9 - Priontize My Da 9:30 - Manage Inbo	9 - Priontize My Da 9:30 - Partner Conte	9 - Priontize My Da
10am	10 - Manage Inbox	10 - Check-In with I	10 - Test + Final To		
11am	10:30 – 12p Design 2017 Tradeshow Slide Deck	10:30 – 11:30 Finalize Budget Presentation 11:30 - Create Partn	10:30 – 12:30p 2017 Content Budget Meeting		11 - Schedule Blog I
12pm	12p - Lunch 12:30p - Read Esse	12p - Manage Inbox 12:30p - Lunch	12:30p - Lunch	12p - Manage Inbox 12:30p - Lunch	12p - Manage Inbox 12:30p - Lunch
1pm	1p - Manage Inbox 1:30p – 3:30p Content Budget Priorities	1p - Agenda for Cor 1:30p – 2:30p Content Team Meeting 2:45p - Interview Cl	1p – 2p Implement Meeting Notes 2p - Manage Inbox 2:30p – 3:30p Meet with Emmett - Partnerships		1p – 2p Write Social Media Posts (Tues Blog) 2p – 3p Buffer Social Media (Next Week)
3pm	3:30p - Manage Inbr		3:30p - Meditate	3p - Manage Inbox	
4pm			4p – 5p New Software Review (Sales)	4p - Read Essential	3:30p – 4:30p Clear Inbox
5pm			5p - Email software		

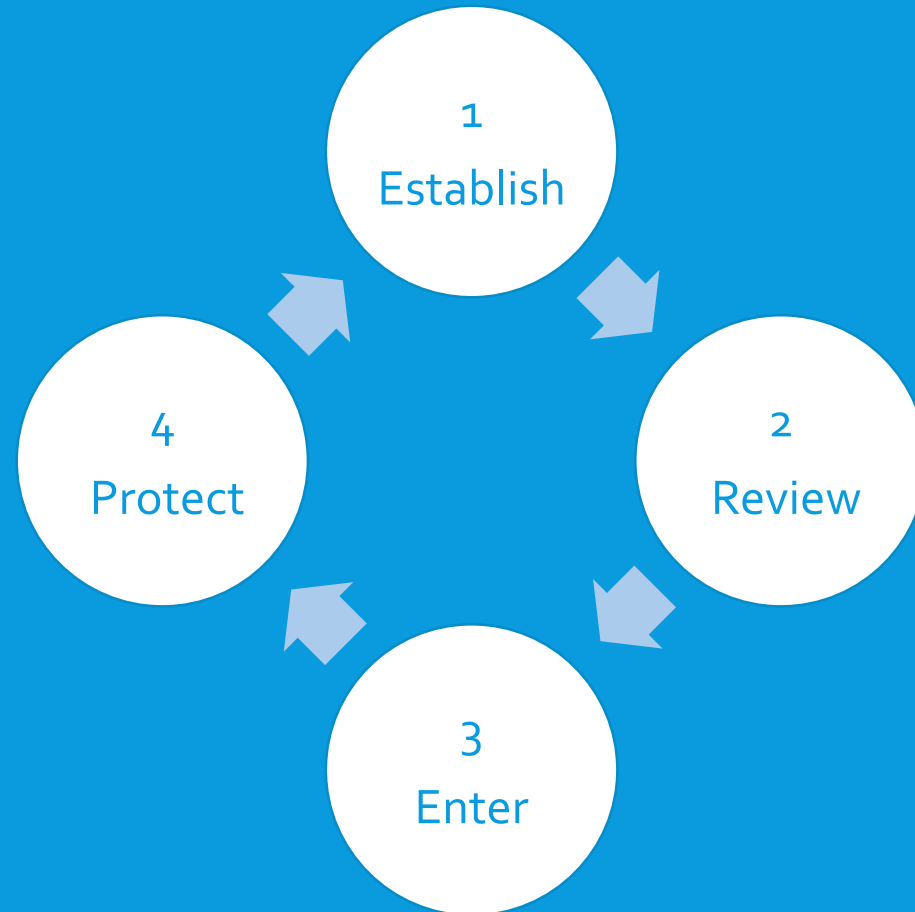
KEY CONCEPTS – PROTECT



THERE ARE "6" COMPONENTS

- Time Management System
 - Setting Objectives
 - Listing Activities
 - Prioritizing Activities
 - Execution
 - Review
- Part 1
- Part 2
- Part 3

KEY CONCEPTS – SELF ACCOUNTABILITY



KEY CONCEPTS – ESTABLISH



2020 Priorities and Goals

Big Rocks		Annual Goal(s)	Priority	Notes - MY WHY???
Revenue	1)			
	2)			
Operations	1)			
	2)			
My Team	1)			
	2)			
Projects	1)			
	2)			
Personal	1)			
	2)			
My Family	1)			
	2)			
Other Personal	1)			
	2)			

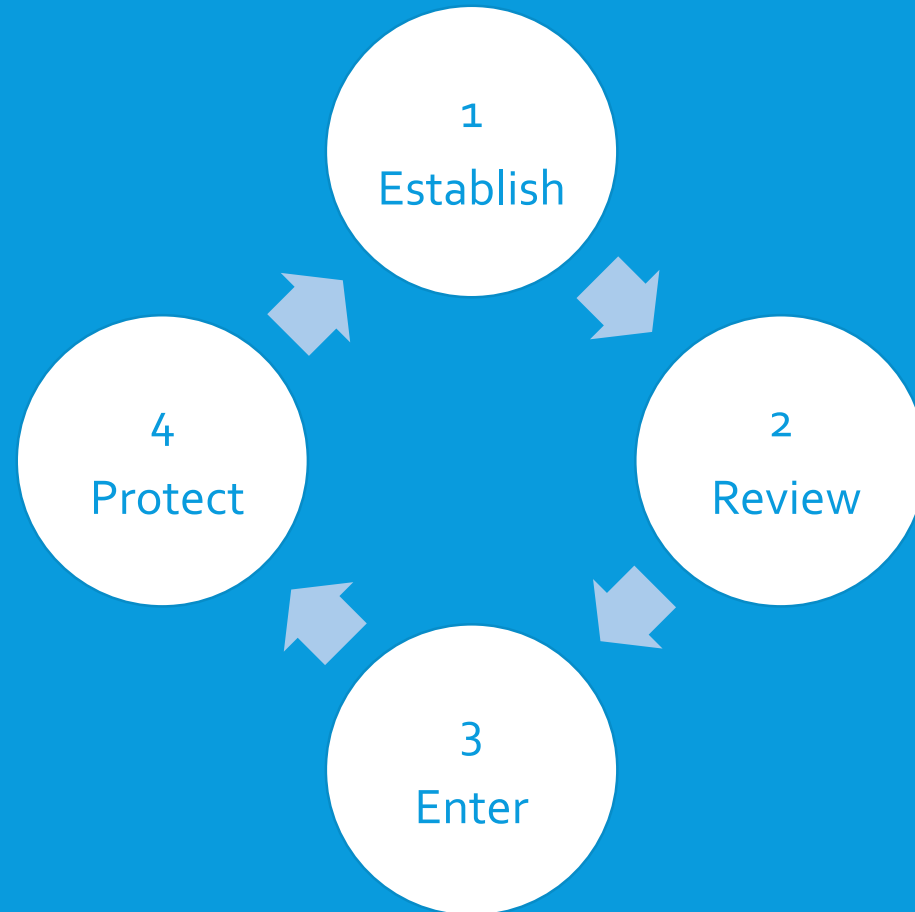
2020 Priorities and Goals

Big Rocks	Annual Goal(s)	Priority	Notes - MY WHY???
Revenue	1) Achieve 100% of budget		<i>It is my job and responsibility to deliver against the plan that I set.</i>
	2) Achieve 96% client retention rate		<i>Client retention is an indicator of how well we are doing delivering on our promises, and will also help support achieve budget and long term objectives</i>
Operations	1) Develop and implement the 5 new operating procedures		<i>We are always looking for way to constantly improve, and these projects of important to our successs this year</i>
	2) Reduce overtime hours by 1.5% compared to last year		<i>Overtime is a margin killer and also a sign of how well we are recruiting, retaining and schedulign our talent</i>
My Team	1)		
	2)		
Projects	1)		
	2)		
Personal	1)		
	2)		
My Family	1)		
	2)		
Other Personal	1)		
	2)		

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My Team	1) Hold weekly GS&R meetings with each team member		<i>Regular touchpoints with my team are ore vital importance so that I can help them stay aligned and achieved their objectives</i>
	2) Achieve team satisfaction rating of 85%		<i>Having a satisfied team is very important to me and the company</i>
Projects	1) Launch Project Pacer successfully		<i>Pacer is an interesting project that we believe will help us achieve our long term objectives</i>
	2) Develop 1 new value add project that will expand our ability to differentiate with our client		<i>We have to constantly get creative on how to add value to clients, and this puts pressure on myself to ensure I allocate time to this.</i>
Personal	1) Lose 10 pounds		<i>I lost 5 pounds last year, and hope to not only maintain, but get down another 10 pounds this year which would help me achieve my ideal weight</i>
	2) Sign up and participate in that basketball league in the Spring		<i>Team sports are so much fun, and I often neglect this but feel it is important to maintain balance in my life.</i>
My Family	1) Date night at least once per month with my partner		<i>I love spending time with my partner, but life gets in the way if we don't plan ahead</i>
	2) 1 on 1 activity with each of my children at least once per month		<i>My 2 children are full of energy and we do a lot of things together as a family, but I would like to focus more attention to 1 on 1 time with each of them.</i>
Other Personal	1) Set family budget and track on a quarterly basis		<i>Managing family finances is important so that we don't make silly spending choices.</i>
	2) Night out with friends every other month		<i>My friends are amazing and like anything, coordinatng schedules is difficult unless we put in the effort.</i>

KEY CONCEPTS – SELF ACCOUNTABILITY



REVIEW