

Executive Blueprints



Training Exercises & Activities

Time Management

SUBJECT:

PRIORITIES

MATERIALS REQUIRED:

**(1x) COPY OF THE FOLLOWING EXERCISE
FOR EACH INDIVIDUAL**



PREPARATION:

For a group workshop, Print or Photocopy an appropriate number of Exercise sheets for every individual and distribute accordingly.

This is also an effective self-evaluation exercise for establishing personal priorities. There are two variations of the same theme for identifying and documenting personal lists of activities and objectives.

We all have many things to do, many responsibilities and many more things that we would like to accomplish. This exercise helps establish priorities for activities and schedule time accordingly to balance daily responsibilities with urgent deadlines and future goals.



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Training Exercises and Activities available at www.ExecutiveBlueprints.com

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ACTIVITY

One way of establishing priorities –

When making your list of “Things that I need to do”, place your activities or objectives in this grid by “Urgent”, “Important”, both or neither.

Urgent & Important <hr/> <hr/> <hr/> <hr/> <hr/>	Important <hr/> <hr/> <hr/> <hr/> <hr/>
Urgent <hr/> <hr/> <hr/> <hr/> <hr/>	To Do (Not Urgent or Important) <hr/> <hr/> <hr/> <hr/> <hr/>

URGENT & IMPORTANT – This has a deadline and lasting impact for my business or personally. These activities are my top priority.

FIRST – Decide when you are going to work on Urgent & Important items.

URGENT – This is time sensitive and must be finished by a certain time. It may not have significant long-term benefit, but it does have a deadline.

SECOND – Decide when you are going to work on Urgent items.

IMPORTANT – The results of this activity have lasting significance. This needs conscientious attention and dedicated time, but does not need to be done right away. I should set aside time to work on it. Make sure that you schedule some time every single day to work on important items. Even when you have many urgent tasks, reserve some time every day to reflect on the important ones.

THIRD – Decide when you are going to work on important items.

TO DO – There are daily, weekly or monthly chores or routines to complete. Sometimes you have no control over the schedule for these responsibilities. However, make a commitment to honor your personal commitment for time dedicated in your schedule to the Urgent and Important activities.

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ACTIVITY

Another way of listing your priorities –

Activity	Benefit, Value or Impact	Needs to be Done By:	Check when complete
URGENT & IMPORTANT			
URGENT			
IMPORTANT			
TO DO (Daily, Weekly or Monthly Responsibilities)			

Note - Do not fill in shaded areas since it is not applicable for identifying priorities. Check off completed tasks