

SESSION 5

If your priorities do not fill your calendar, someone else's priorities will. ~ Matt Sexton

Fast Action Step #4 - Setup your calendar for success

Those who maximize their influence and effectiveness, do so because they have a very intentional plan for life and a bold, compelling vision for their work.

4 tips for managing your calendar more effectively:

1. Create your Annual Plan.
2. Create your Best Week.
3. Get Some Help.
4. Only one person manages the calendar.

Boundaries, priorities, and expectations for managing your calendar with an assistant.

1. Only the assistant sets appointments.
2. Responses go to the assistant.
3. Schedule a weekly meeting.
4. Assistant tracks how I spend my time.
5. Setup procedures for calendar activities.

Fast Action Steps

1. Who could help you review or manage your calendar? (i.e. spouse, assistant, mentor, coach, friend, etc.)
2. What boundaries, priorities, and expectations should guide how you shape your calendar?
3. Add the items from your *Annual Plan* into your calendar.
4. Add the items from your Best Week into your calendar. The weekly repeatable items can be set to repeat automatically.

A second reason leaders struggle with busyness and distraction is...

Priorities. We don't know how to effectively manage them.

Today, you will make one fundamental decision that will singularly determine the outcome of your day, and in some cases, the outcome of many days in the future.

Are going to **set your own priorities** or allow someone or something else to **set them for you**?

When priorities are set for you...

1. You struggle to stay **motivated**.
2. You lack **focus**.
3. Your life and work feel empty and aimless.
4. You find yourself overcompensating.
5. You experience **frustration**.

When YOU set your priorities...

1. You create margin for people.
2. You're able to manage your own schedule.
3. You can focus on pursuing the top priorities in your life and work.

Consider these questions –

1. Have you clearly defined your top priorities?
2. Have you created a SIMPLE Personal Plan?
3. Did you write out your SIMPLE Vision for your career or organization?
4. Do you have enough margin?

Fast Action Steps

1. What are your top priorities in your life and relationships?
2. What are your top priorities in business?
3. Are you living and working toward these priorities?

4. If not, what is holding you back?