

SESSION 5

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

Setup your calendar for success

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

4 tips for managing your calendar more effectively:

1. Create your _____.
2. Create your _____.
3. Get Some _____.
4. Only one person _____ the calendar.

Boundaries, priorities, and expectations for managing your calendar with an assistant. (from the Time & Focus Fast Track)

1. Only the _____ sets appointments.
2. _____ go to the assistant.
3. Schedule a _____ meeting.
4. Assistant _____ how I spend my time.
5. Setup _____ 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.

The Unbelievable Power of Choosing Your Own Priorities

Last week we looked at the first reason leaders struggle with busyness and distraction: Productivity - many leaders don't know how to get more done.

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

_____. 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 _____ or allow someone or something else to _____?

When priorities are set for you...

1. You struggle to stay _____.
2. You lack _____.

3. Your life and work feel empty and aimless.
4. You find yourself overcompensating.
5. You experience _____.

When YOU set your priorities...

1. You create _____ for people.
2. You're able to manage your own _____.
3. You can _____ 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?