



PUTTING FIRST THINGS FIRST

Don't Major in Minor-ing!

QUOTE: "Beware of the barrenness of a busy life." Socrates

1. What are the 'major' goals and priorities in your life right now?

These could relate to your family/relationships, health/wellbeing, work/career/business, finances or some other project.

2. When will you schedule time in your day, week and month to take care of each of these priorities? List each of the 'major' priorities above and when you'll do them. (E.g. Exercise MWF from 6-7, Work on Project X Monday and Thursday 11-4, Date night with partner 1st and 3rd Saturdays. Put them into your calendar and set up reminders/alerts.)





3. What 'minor' activities have been distracting you from the 'majors' that could be either done by someone else or not done at all? That's not to say there isn't a short-term cost if you don't do them, but that it's less than the long term cost you will pay if you do! Write down what you will do to take these 'trivial many' off your plate and when you will do that

4. Where do you need to reset expectations with people and why is it important? The more clear you are on why it's important to reset expectations or renegotiate commitments the easier it will be for you to find the courage to do just that! Write down the person, the commitment/expectation and why you must risk the possibility of disapproval or disappointment.





5. Write down how you will feel 6 months from now if you do and don't follow through on what you've committed to above. Doing this will provide 'pull' motivation that moves you toward more of what you want in your life (e.g. passion, purpose, wellbeing, connection, creativity, achievement, energy) and away from what you want less of (e.g. stress, frustration, resentment, isolation, exhaustion, unfulfilled aspirations, procrastination, overwhelm.)

a) How will you feel 6 months from now if you START putting 'first things first' and focusing on the major priorities and goals in your life?

b) How will you feel 6 months from now if you CONTINUE letting the 'small stuff' fill up your days, leaving you to major in minor activities?

QUOTE: "Sometimes you have to say no to the good to make room for the great." Margie Warrell

Extra Reading?

If you'd like extra inspiration and ideas on how to focus your time and talents in the best possible ways you may enjoy the following books (with my own listed top of course!)

- *Brave: 50 Everyday Acts of Courage To Thrive in Work, Love & Life* by Margie Warrell
- *Stop Playing Safe* by Margie Warrell
- *Find Your Courage* by Margie Warrell
- *Work Smarter: Live Better* by Cyril Peupion
- *Essentialism* by Doug McKeown
- *Getting Things Done* by David Allen