PROFESSIONAL DEVELOPMENT | TAKING ACTION

Manage Your Time – Set Priorities!

And organizing your priorities is as easy as A, B, C, D, E...

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How to manage your business, your time and your life all boils down to one thing: SETTING PRIORITIES

And organizing your priorities is as easy as A, B, C, D, E.

We each have 24 hours a day. No one has a minute more or a minute less. It is what WE CHOOSE TO DO with those valuable minutes each day that determines our success or failure in life.

> ***Choosing what to do and when to do it therefore becomes our biggest challenge each day.***

Choosing to do the most important activity becomes a matter of setting PRIORITIES, but how do we know what item is more important than the other?

I have found that the simplest way to establish your priorities is to use the A, B, C, D, E method.

First make your list of all the things that you think you need to do today, or if it is late in the day do this for tomorrow.

Now study the following categories that you will assign each task to.

“A” Represents actions or tasks you **A**BSOLUTELY MUST DO, or there may be serious consequences for NOT doing it. These are the things that are VERY important to your success.

“B” represents things you had **B**ETTER DO, or there may be some minor consequences if you do not do it. These things are important and really ought to be done. It is just they are not quite as important as the A priorities.

“C” represents things your **C**OULD DO but are not necessary and for which there would be no negative consequences if you did not do it today. It may be important but not as important as an “A” or “B” priority. This does not mean that these tasks should not be done; it just means that they should be done only AFTER all the “A” and “B” priorities have been taken care of.

“D” represents something that you can **D**ELEGATE. It may be something that should get done, but, YOU do not need to do it yourself. Perhaps it is something that you can hire someone else to do.

“E” represents activities that you can **E**LIMINATE whenever possible.” By determining non-productive tasks that you can eliminate without consequence, you will be able to free up some extra time. The more tasks you can delegate or eliminate, the more free time you will have.

> *“Set priorities for your goals. A major part of successful living lies in the ability to put first things first. Indeed, the reason most major goals are not achieved is that we spend our time doing second things first.” Anonymous*

This “easy as A, B, C, D, E” method will help you sort out what is important and unimportant.

> ***To determine whether or not a particular activity is an “A” priority, ask yourself this question. “Will there be serious negative consequences if I don't do it?” If the answer is yes, then this is an A priority.***

If the answer is; “well there could be some negative consequences but they would not be too serious”, then this is a B priority. If the answer is “I

could do it but if I don't there will not be any negative consequences", then it is a C priority. Also, ask "is there anyone else who could do this task?" If the answer is yes, and it is someone you can trust to do the task effectively, then DELEGATE the task to them or hire them if it there are other things you could be doing to earn you more money.

Another question you can ask yourself is "is there the potential for major personal or financial gain if I do this?" If there is a potential for major personal or financial gain then this is an A priority. If there is the potential for substantial gain then maybe this is a B priority. If there is little of no personal or financial gain then this could very well be an E priority and is something that can be eliminated.

So make your list then ask yourself these questions for each one of the tasks on your list. Place an A, B, C, D, or E in the margin before each of the tasks on your list. Then when you wake up in the morning look at your list and if you have a lot of A's, then before you begin working the items on your list, number the A's in order of their importance. Use A-1, for your most important A task. Use A-2, for your next most important A task, and A-3 for the next one down the ladder. This way if you get real busy and you only get two or three things done all day; at least you got the most important things done.

This method can be used for your personal life as well as your business. If you are applying this system to your whole life style, then naturally your spiritual and family activities would be predominately A's, your business activities would be B's and many of your recreational or fun things would be C's.

The rule of thumb in having BALANCE in your life it to put God first, your family second and then your business last. Nothing is more important that your spiritual life and your family.

Without a strong upward relationship with your creator you will not be able to have an outward relationship with your family or even a downward relationship with your distributors. You can have a business go bankrupt and start over again, but you never want to find yourself spiritually

bankrupt with your family in shambles. I always explain to a new distributor that if we are on the phone and their spouse or one of their children needs them to just hang up on me and call me back later as there is nothing that we could talk about that would be more important than them attending to the needs of their family. Your true wealth is the health of your relationships with your loved ones, so always have time with family a top priority in your daily activities.

When applying this system to your business only, things such as collecting names and phone numbers of new prospects would be an A. Calling your leads and following up with the people to whom you sent emails would be an A. Being on the daily warm up call would be an “A”. Reading a few pages of a good self help book should be an “A”, but could be a “B”. Doing a news letter could be a “C” or possibly a “D” if there is someone to whom you could delegate the task. Cleaning your office would be a “C” or “D”. Dust keeps. You can clean up your office AFTER you enroll a new distributor, do a three-way phone call to introduce your new distributor to your enroller, send emails to your new leads for the day, and make a few follow up phone calls to people you emailed to yesterday.

At the end of the day, as long as you got most of your “A” priorities done you will have had a great day.

“Don’t worry about managing you time; simply manage your priorities and all else will fall into place.” Paul Morris

“I learned that we can do anything, but we can’t do everything.. at least not at the same time. So think of your priorities not in terms of what activities you do, but when you do them. Timing is everything.” Dan Millman

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