

Priorities and Responsibilities Action Guide

Use this action guide to help you set three to five priorities for this year. Find a quiet place to reflect and plan.

1. Keep	List the three to five most important items for you to do this year. it to five items, otherwise you may lose focus.						
2. over	List all your job responsibilities, daily, weekly, monthly and all.						
	e a D for Daily, W For Weekly, M or Monthly and O for Overall next ach item.						
	e a star on the right hand of all those jobs you love to do. Items out a star? Can you delegate them? Can you make them more fun?						

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3. Look at all your job responsibilities. Which ones align your with your priorities? Which ones don't? Which ones can you delegate? What if you didn't do something on this list?