

# Managing Competing Priorities With Finite Resources



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# #TSIR

This Struggle is REAL!!

What's Your Top 10 List of the  
biggest challenges you face  
on a daily basis?

# What are Our Major Organizational Challenges?

- ⌚ Keeping Track of Appointments
- ⌚ Keeping Track of To Do Lists
- ⌚ Keeping Track of Phone Calls
- ⌚ Remembering to follow-up at regular intervals and keeping records of what was discussed
- ⌚ Remembering Birthdays, Anniversaries, Managing Broker Day, Administrative Assistant's Day, etc.
- ⌚ Keeping Track of When Our Membership Meetings Are
- ⌚ Mileage on our vehicles
- ⌚ Reminder of Contract Dates & Deadlines
- ⌚ Reminder to Call Your Mother
- ⌚ Scheduling "Honey-Do" Items
- ⌚ Inviting People to a Meeting
- ⌚ Tracking Down the Post-It that has the million-dollar-cash-buyer's phone number on it.
- ⌚ Remembering the email address that started out ejl-something@something.net
- ⌚ Having a record of how long it actually takes to complete a task!
- ⌚ Keeping track of receipts

So What's The Answer?

Stay Curious

Stay Out of Judgment

The Outcome Remains to Be Seen

Be Intentional and Responsive

Be Vulnerable

Be Purposeful

Take Action

# MYTHBUSTERS

## 🕒 The Myths of Time Management

- 🕒 MYTH: You can actually "manage" time.
- 🕒 MYTH: "Getting Organized" is something you can do over a weekend.
- 🕒 MYTH: Someday you will get "Everything Done"

OVER 15 MILLION SOLD

# THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Powerful Lessons  
in Personal Change

With a New  
Foreword and  
Afterword  
by the Author

"A wonderful book that could change your life."  
—Tom Peters, bestselling author of *In Search of Excellence*

Stephen R. Covey



|                   |                                                                                                                     |                                                                                                                                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manage Yourself   | <b>Habit 1</b><br>Be Proactive <sup>©</sup><br>The Habit of choice                                                  | <ul style="list-style-type: none"> <li>• See alternatives, not roadblocks</li> <li>• Focus on what you can influence</li> <li>• I am free to choose and am responsible for my choices</li> </ul>            |
|                   | <b>Habit 2</b><br>Begin with the End in Mind <sup>©</sup><br>The Habit of Vision                                    | <ul style="list-style-type: none"> <li>• Mental creation precedes physical creation</li> <li>• Define practical outcomes</li> </ul>                                                                         |
|                   | <b>Habit 3</b><br>Put First Things First <sup>©</sup><br>The Habit of Integrity and Execution                       | <ul style="list-style-type: none"> <li>• Focus on the important, not just the urgent</li> <li>• Effectiveness requires the integrity to act on your priorities</li> <li>• Plan weekly, act daily</li> </ul> |
| Lead Others       | <b>Habit 4</b><br>Think Win/Win <sup>©</sup><br>The Habit of Mutual Benefit                                         | <ul style="list-style-type: none"> <li>• Effective long-term relationships require mutual respect and mutual benefit</li> <li>• Build trust with co-workers</li> </ul>                                      |
|                   | <b>Habit 5</b><br>Seek First to Understand, then to be Understood <sup>©</sup><br>The Habit of Mutual Understanding | <ul style="list-style-type: none"> <li>• To communicate effectively, we must first understand each other</li> <li>• Practice empathic listening</li> <li>• Give honest, accurate feedback</li> </ul>        |
|                   | <b>Habit 6</b><br>Synergize <sup>©</sup><br>The Habit of Creative Cooperation                                       | <ul style="list-style-type: none"> <li>• The whole is greater than the sum of its parts</li> <li>• Synergize to arrive at new and better alternatives</li> </ul>                                            |
| Unleash Potential | <b>Habit 7</b><br>Sharpen the Saw <sup>©</sup><br>The Habit of Renewal                                              | <ul style="list-style-type: none"> <li>• To maintain and increase effectiveness, we must renew ourselves in body, heart, mind and soul</li> </ul>                                                           |

THE NEW YORK TIMES BESTSELLER



# FIRST THINGS FIRST

**Stephen R. Covey**

Author of *The 7 Habits of Highly Effective People*

**A. Roger Merrill  
Rebecca R. Merrill**

FRANKLIN COVEY CO.



**URGENT**

**NOT URGENT**

**IMPORTANT**

**I**

**II**

**NOT IMPORTANT**

**III**

**IV**

# 3 Habit

## Put First Things First



### Q1: the stress quadrant

- This is the important and urgent quadrant.
- This is where you find the the crises, projects close to their deadlines, urgent problems and so on.
- **The strategy: Do Now!**
- It needs to be done, and it needs to be done fast!

### Q2: the value quadrant

- This is important, but not urgent.
- This is where you find education, working on your vision, investing in people and so on.
- **The strategy: Schedule time.**
- It needs to be done, plan time to do it before it gets urgent.

# 3 Habit

## Put First Things First



### Q3: the deception quadrant

- It is urgent, but not important.
- This is where you find most interruptions, some meetings, other peoples chores.
- **The strategy: Delegate.**
- It needs to be done fast, but are you the one that needs to do it?

### Q4: the regret quadrant

- It neither important nor urgent
- This is where you find pass-times, some phone calls (you know them), the “too much” activities (too much television, too much internet).
- **The strategy: Eliminate**
- And why were you doing this again?

# Big Rocks!



# So What Are Your Big Rocks?

Key Projects  
Vacations  
Planning/Preparation  
Prevention/  
Empowerment  
Relationships/Family  
Career  
Service/Community  
Big Opportunity



|               | URGENT                                                                                                                                                                                                                                                                                                                                                                            | NOT URGENT                                                                                                                                                                                                                                                                                                                                                      |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IMPORTANT     | <p>Quadrant #1<br/><b>"NECESSITY"</b></p> <hr/> <p>Your Key Action:<br/><b>"MANAGE"</b></p> <hr/> <p><b><i>Common Activities</i></b></p> <ul style="list-style-type: none"> <li>- Crises</li> <li>- Deadline-driven activities</li> <li>- Medical emergencies</li> <li>- Other "true" emergencies</li> <li>- Pressing problems.</li> <li>- Last minute preparations</li> </ul>    | <p>Quadrant #2<br/><b>"QUALITY &amp; PERSONAL LEADERSHIP"</b></p> <hr/> <p>Your Key Action:<br/><b>"FOCUS"</b></p> <hr/> <p><b><i>Common Activities</i></b></p> <ul style="list-style-type: none"> <li>- Preparation and planning</li> <li>- Values clarification</li> <li>- Empowerment</li> <li>- Relationship-building</li> <li>- True recreation</li> </ul> |
| NOT IMPORTANT | <p>Quadrant #3<br/><b>"DECEPTION"</b></p> <hr/> <p>Your Key Action:<br/><b>"USE CAUTION or AVOID"</b></p> <hr/> <p><b><i>Common Activities</i></b></p> <ul style="list-style-type: none"> <li>- Meeting other people's priorities and expectations</li> <li>- Frequent interruptions:</li> <li>- Most emails, some calls</li> <li>- Urgency masquerading as importance</li> </ul> | <p>Quadrant #4<br/><b>"WASTE"</b></p> <hr/> <p>Your Key Action:<br/><b>"AVOID"</b></p> <hr/> <p><b><i>Common Activities</i></b></p> <ul style="list-style-type: none"> <li>- Escapist activities</li> <li>- Mindless tv-watching</li> <li>- Busywork</li> <li>- Junk mail</li> <li>- Some emails</li> <li>- Some calls</li> </ul>                               |

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**NOT URGENT**

**IMPORTANT**

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**II**

**NOT IMPORTANT**

**III**

**IV**

# What's in Your Quadrant?

## Q1: the stress quadrant

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# So Where Do We Begin?

- 🕒 Collecting
- 🕒 Processing & Organizing
- 🕒 Prioritizing & Planning

# Collecting

## Identify Your Collecting Points

Where do you really store information?

Are your current collecting points working?

Create approved collecting points

## You Are Not a Collecting Point!

Handling interruptions & distractions

Using a "Mind Sweep" to clear the mind

# Processing & Organizing

## Planning & Action Categories

- Meaningful Objectives

- Supporting Projects

- 1:1 Meetings

- Strategic Next Actions

- Someday Maybe

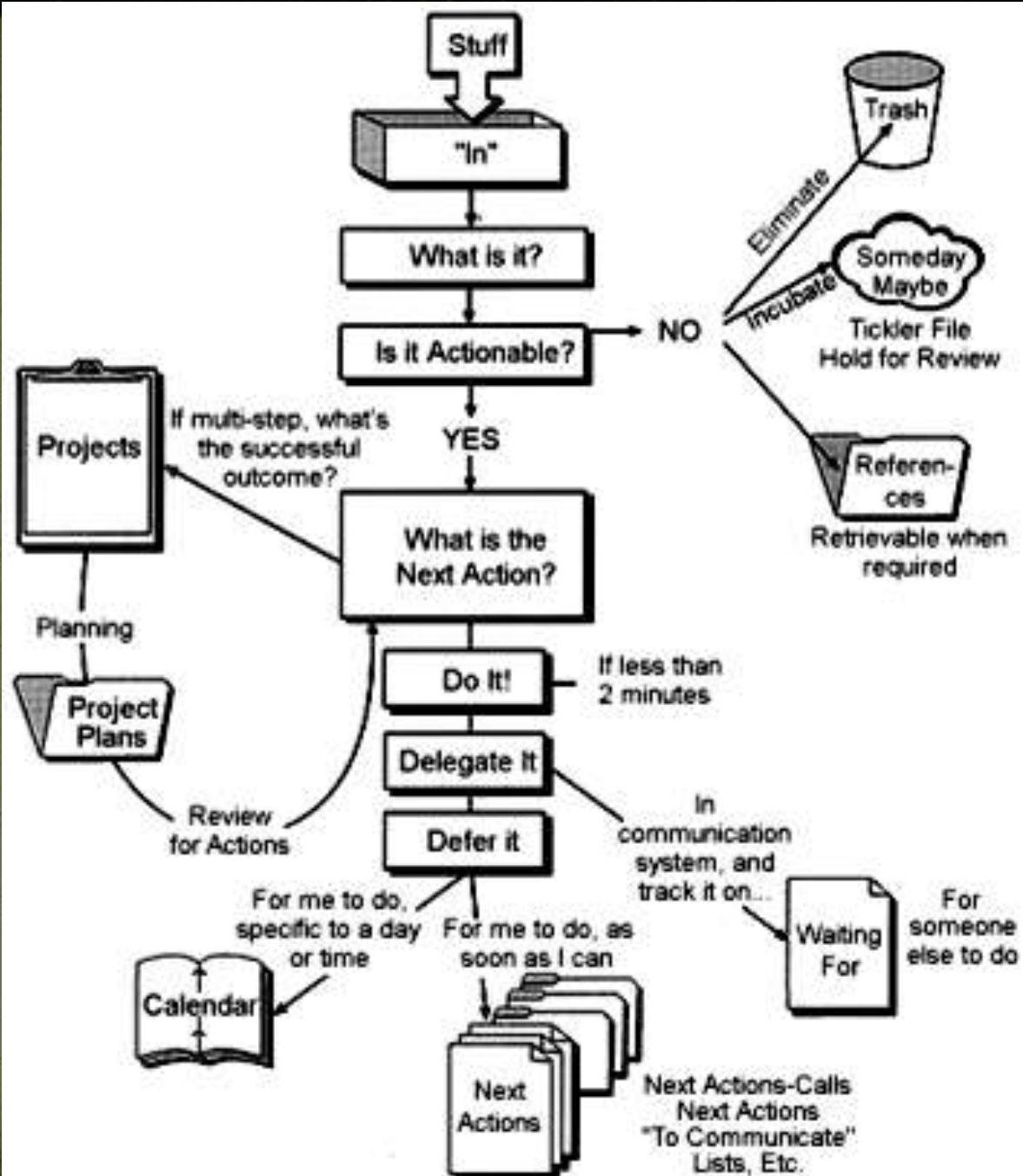
## The Workflow Model

- What is it?

- Is it actionable?

- Does it relate to a Meaningful Objective?

- Do it, Delegate it, Defer it, or Delete it!



# Prioritizing & Planning

Do you manage a calendar or a to-do list?

Use your calendar to prioritize and plan

Set up baseline calendar activities

**Making the process a “habitual ritual”**

If you build this process into your daily routine, you've set up a system that minimizes items that otherwise slip through the cracks.

Just by doing this you're 70% more likely to accomplish the task!



# Let's Get En-gauged!

We have all kinds of 'gauges' in our lives that help us make sense of our environment so we aren't constantly calculating and making mental notes of our current status, progress, speed, direction, duration, etc. etc.



It's no wonder the Business World has taken on the 'DASHBOARD' metaphor for monitoring the status of key elements in a given business.

Outlook Can Be The Dashboard of  
the vehicle that is YOUR  
BUSINESS!



Outlook Can Be The Dashboard of  
the vehicle that is YOUR  
BUSINESS!



To "*Calendar*" your life  
(all of it)  
requires a change in behavior.

Committing to plan and prioritize is an ongoing process that will take conscious effort and practice.

The cool part is you can implement these ideas and concepts incrementally over time. You don't have to do it all at once! : - )

# This is My Dashboard...

Inbox - chrishardy@elevationsrealestate.com - Microsoft Outlook

File Home Send/Receive Folder View Add-Ins

New E-mail New Items Ignore Clean Up Delete Reply Reply All Forward More CAR Director To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Add to Evernote 5

Search Inbox (Ctrl+E) Arrange By: Date Newest on top

**Re: Boomerang Direct Marketing**  
Kim Sheperek <kim\_sheperek@comcast.net>  
Sent: Fri 4/1/2016 7:34 PM  
To: Chris Hardy

You are awesome! Thank-you so much! I look forward to more of your classes and maybe some deals 😊

Sent from my iPhone

On Apr 1, 2016, at 6:48 PM, Chris Hardy <[chrishardy@elevationsrealestate.com](mailto:chrishardy@elevationsrealestate.com)> wrote:

Hi Kim-

Thanks again for taking the GRI course on technology today! It was great having you in class and hope you were able to write down some good takeaways!

As we talked about at the break, here's the website for the Boomerang Direct Marketing program we spoke about today.

<https://www.boomerangdm.com/>

Hope this is the information you were looking for!

Sincerely,

Kim Sheperek Spread the Word - New Listing in the St Vrain Ranch Neighbor...

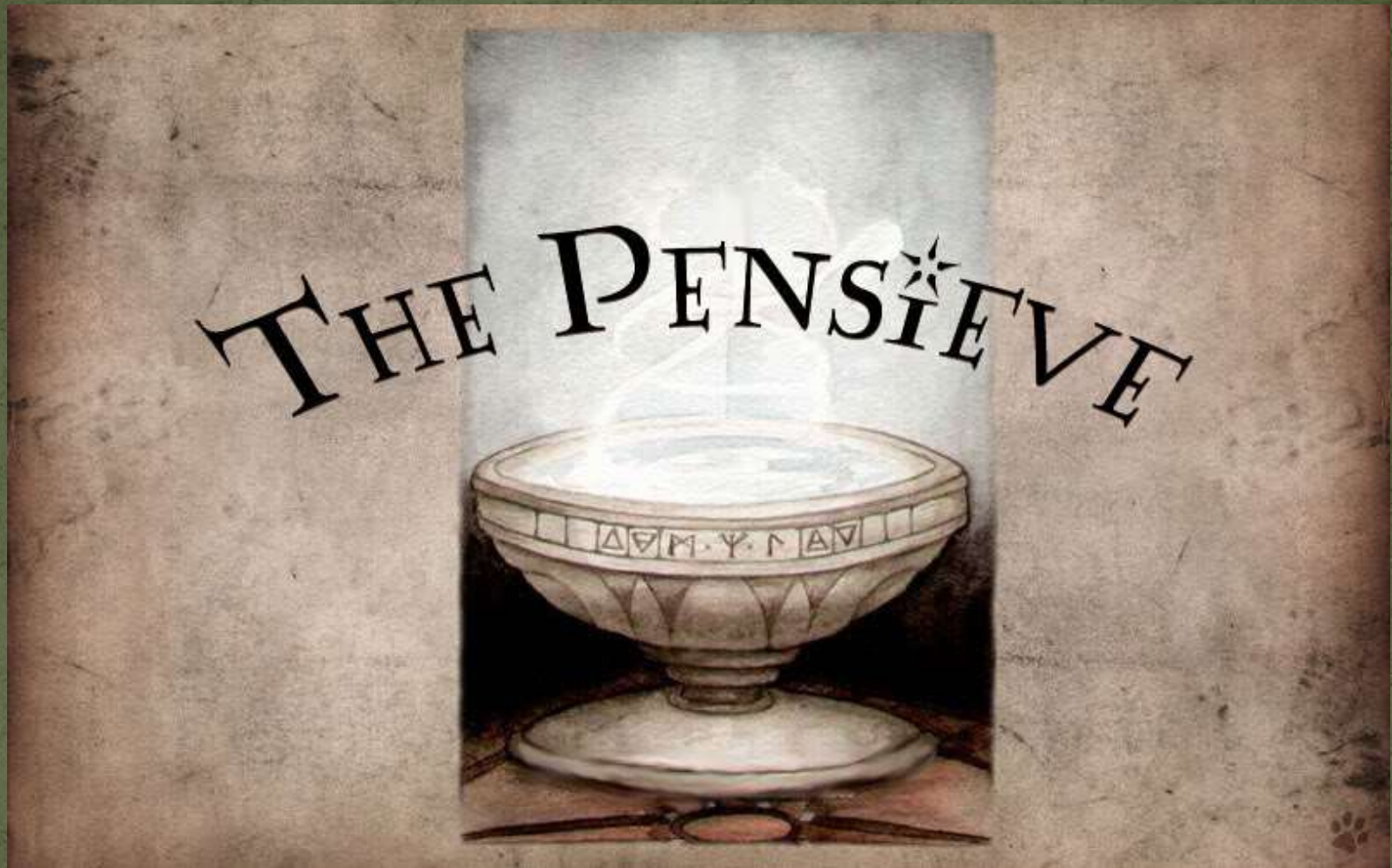
2.92 GB Free Items: 107 Unread: 20 All folders are up to date. Connected to Microsoft Exchange 100%

11:10 PM 4/3/2016

# The Weekly Mind Sweep!



# The Weekly Mind Sweep!



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