

INTRODUCTION

MODULE 21

Setting Your Priorities

The key to your success in management is your ability to analyze your work, select your highest-value tasks, concentrate single-mindedly on doing the one most important thing, and stay with it until it's complete.

All of the most productive and highest achieving men and women are described by others as being "very well organized."

The "crowding out" principle of time management says that the more time you spend on one type of task, the less time you will have left to spend on any other type of task. In its simplest terms, when you concentrate more of your time on higher value tasks, you have less and less time to spend, or waste, on lower value tasks.

In this program, you will learn the simplest and most powerful techniques ever discovered to help you set clear priorities on your work, every hour of every day, and then focus on your most valuable task. This will enable you to get more done in a shorter period of time, and make a greater contribution than ever before.

"Restructure your
activities continually.
Regularly move
resources to higher-
value activities."

WHAT YOU WILL LEARN IN THIS SESSION

“Apply the 80/20 Rule

to everything you do.

What are your highest-

value activities?”

1. The importance of choice;
2. The Law of the Excluded Alternative;
3. Setting posteriorities in your work;
4. Applying the Pareto Principle to everything you do;
5. Separating the urgent from the important;
6. Using the ABCDE Method to set priorities;
7. The Law of Forced Efficiency;
8. The relationship between your rewards and your results;
9. The cause of every failure;
10. A key question in time management.