

Are Your Priorities in Order?

HERE ARE 11 GUIDEPPOSTS TO KEEP IN MIND:

- 1. MAKE TIME.** Take the time to set your priorities — it won't happen by itself.
- 2. KEEP THE PROCESS SIMPLE.** Select priorities based on sound reason rather than a complicated formula.
- 3. THINK BEYOND TODAY.** Ensure that your priorities withstand the test of time. Although priorities should be written in ink rather than erasable pencil, remember that they can be changed at any time.
- 4. MAKE THE HARD CHOICES.** Determine what matters *most* to you. If everything's a priority, then nothing's a priority.
- 5. INVEST YOUR RESOURCES WISELY.** Resources are finite. When you overcommit your time or spread your resources too thin, you fail to dedicate the attention that your priorities deserve.
- 6. MAINTAIN YOUR FOCUS.** Accept the fact that you can't do everything well. Trying to be all things to all people leads to mediocrity.
- 7. GET READY TO SACRIFICE.** Choices have consequences. Saying "no" to one thing allows you to say "yes" to another.
- 8. MAINTAIN BALANCE.** Happiness is not a matter of intensity but of balance. While this may sound simple, it's not easy.
- 9. MAKE JOINT DECISIONS.** Discuss your goals with your loved ones. If priorities are aligned, you won't work at cross-purposes.
- 10. LEARN TO SAY "NO."** Remember that subtracting from your list of priorities is as important as adding to it.
- 11. GET A REALITY CHECK.** Give yourself a periodic check-up to ensure that you're on course.