

Prioritization: Time Management Tips to Empower Your Success

Not everything is important.

What are your values?

What are your goals?

What are your responsibilities?

What is the impact of the activity?

You are what you do.

If you spend time on non-priority activities, then obviously you have less time available for your priorities.

Life is a series of choices. Choose wisely. Saying “no” to some activities is just as important as is saying “yes,” perhaps even more so.

Key Points on Prioritization and Time Management:

- Busyness can keep you from accomplishing anything meaningful.
- The least effective person you know has the same amount of time, as does the most effective person you know.
- Focus your efforts on your priorities.
- Urgent issues, whether yours or someone else has, are not necessarily priority issues.
- Not all important activities are equal, and “good” activities can get in the way of your true priorities.
- Know what steps are needed to complete your project, and then plan enough time to get the work done on time.

