

# Priority Planner

*A tool for today's market.*



## Using the Priority Planner

Being effective in business today is about removing all the noise and focusing on what's important now (WIN). Use the priority planner to identify the "BIG ROCKS" you need to complete this week.

### Personal Priorities

List your top personal priorities

Begin with your major personal priorities for the week.  
(Page 1 of the priority planner)

### Business Priorities

List your top business priorities

Identify the major business priorities for the week.  
(Page 1 of the priority planner)

### Time Blocking

Set aside specific time blocks

Use the simple time block calendar to carve out major time blocks during the week when you can focus on your major priorities.  
Don't forget food and drinking opportunities (FDOs) with clients, friends and family.  
(Page 2 of the priority planner)



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CONSULTING & TRAINING

N A M E

W E E K

<b><i>DO FIRST THINGS FIRST</i></b>	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	These should be the #1 focus. These are the things that are critical to accomplish.	Try to spend significant time on the important, but not urgent task. These are the things that make the difference in the long run.
<b>Not Important</b>	Be careful not spend too much time in this area. Delegate these tasks to others if possible.	Don't get caught here. These tasks are a waste of time. Delegate them or just don't do them.

Personal Priorities		Business Priorities	
<input type="checkbox"/>		<input type="checkbox"/>	
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\_\_\_\_\_ - Weekly Time Blocks Calendar

Week

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<b>7:00</b>						
<b>7:30</b>						
<b>8:00</b>						
<b>8:30</b>						
<b>9:00</b>						
<b>9:30</b>						
<b>10:00</b>						
<b>10:30</b>						
<b>11:00</b>						
<b>11:30</b>						
<b>12:00 noon</b>						
<b>12:30</b>						
<b>1:00</b>						
<b>1:30</b>						
<b>2:00</b>						
<b>2:30</b>						
<b>3:00</b>						
<b>3:30</b>						
<b>4:00</b>						
<b>4:30</b>						
<b>5:00</b>						
<b>5:30</b>						
<b>6:00</b>						
<b>6:30</b>						
<b>7:00</b>						

Category 1 Time – Business Development (**RED**), Category 2 Time – Business Fulfillment (**GREEN**), Category 3 Time – Market Analysis (**BLUE**)