



## **Making Priorities a Priority**

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In the next several issues I'll be writing about time management and how it can help you manage stress. Successful time management is all about priorities. The whole point is to make time for things that are really important to you. This applies to your whole life including your professional goals and how your job fits into the bigger picture.

As you start to consider what's really important to you be open and see if you can find interests in many different areas of life including; personal or spiritual development, health, career, relationships and family. Starting with this well-rounded focus will help you build more balance into your life. We all have areas of our lives that we tend to neglect. Use this exercise to bring those areas back into focus.

You also want to make sure that the emphasis is on long-term, significant goals. We tend to get caught up in our day to day needs and leave the bigger picture of our lives completely neglected. Make sure that you include several large, long-term goals in each area. Even if these goals require years to accomplish. They'll be well worth the effort. They'll keep you focused on the future and on what's possible in your life.

To get started use a pad of paper and place the name of one of the categories (i.e. Personal Growth) on the top of each page. Simply write any goals, interests or ideas that you'd like to explore on the appropriate page. You should have a very long list when you're done. Once you've exhausted your interests go through each list and select a single item from each category. This will be plenty to start with for almost everyone. Avoid the temptation to over-commit yourself.

Now that you have your list in front of you its time to get serious. All of the items on this list are important to you so make a commitment to take small steps on a few of these goals each day. Even if you only free up an hour to do this you'll be amazed how quickly you can start to generate change in your life. Revolve through your goals throughout your week giving each one some of your time. If you keep at it before you know it some of your dreams will be on their way to being reality.

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