

VIP COACH

4 HABITS

PRIORITY MANAGEMENT EXCELLENCE

FORTE STRATEGY

- 1 Delegate activities that annoy or irritate you asap!
- 2 Should I be handling this task? If no, is someone else more suited to do this?
- 3 Am I doing this task out of fear? If yes, delegate it.
- 4 If I choose three things to do today, is that one of them? If not, punt!
- 5 Will doing this bring me toward my three year vision? If not, Cut!

DAILY 6

- 1 Identify the six most important tasks to accomplish today.
- 2 Assign the time you choose to spend on each.
- 3 Add up the total time
- 4 Get the first three done before 12 noon
- 5 Get four to six done as success

IDEAL WEEK

- 1 Week in Review 15 minutes - Sunday
- 2 Triage your Commitments
- 3 Time block activities in your life plan
- 4 Block your free time with strictness
- 5 Plan your time to go to bed and wake up

GOTTA MINUTE

- 1 Write down 3 things you're putting up with and take action to eliminate it
- 2 Setup a daily gotta minute meeting to keep your staff interruptions under control
- 3 Schedule return call blocking daily
- 4 Schedule return email blocking twice daily at 12 and 4
- 5 Count the number of "NO's" you say weekly