
Upgrading your priorities

shifting from “to-do” lists to “what to value” living

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Why go beyond prioritizing

I've been studying the personal development space for close to 20 years and so it takes a lot for me to bring you a topic that I feel is well documented & easy to google for information unless I know that I'm bringing you value added material that will make an immediate impact in your life. That's what you can expect from this priorities course book when combined with *DOING THE WORK* in the workbook...a shift in impact. This is about moving from the traditional creation of "to-do" lists to creating a life where you prioritize activity that yields the greatest impact and value to your overall life.

3 action based Modules + a companion workbook

1. Upgrade Your Week...strategies to go from good to great each week
2. More from 24...getting more from each day
3. Your extra hour of power...finding another hour in each day

Getting the most from this course:

1. Print out the modules and the workbook
2. At the top of your workbook write "how can I use this now?" It's important to set your intention and to proactively block that part of your mind that will tempt you to go to a place of "why" instead of a place of "what's next"
3. Implement-Implement-Implement! I'm committed to your transformation & I'm inviting you to commit to the work to do that transformation. ALWAYS implement AT LEAST one thing you've heard when taking a class. This will guard against the tendency to believe that passively acquiring knowledge is effective. Knowledge is as effective as your ability to apply it consistently enough to achieve results and results you can see.
- 4.. Define success as implementing what you learn

5. Know that when you implement you are moving from concept to practice and as you practice each strategy more you will gain skill. As you gain skill and repeatedly implement those skills you will eventually gain mastery. Don't fall for the shortcut mindset. Mastery takes time. Commit to focusing on the process and trust that you'll have the product. If you find yourself in overwhelm it's a sign that you're more focused on product and time instead of process and practice.

MODULE 1: Upgrade your week...4 easy strategies to get more VALUE from what you do in a week

Do you ever find yourself at the end of a week and you wonder just where did the time go and how did the most important things to you get taken off of the list?

It's so easy to get caught up in the thick of things that you forget to really pay attention to the things that produce identifiable returns.

Whether you spend your week working in an office or taking care of things at home, *it's important to inject value in your tasks* to avoid monotony and reassure yourself that you're making the most of your time.

Luckily, it's fairly easy to determine if what you're about to embark on each week will produce the value you're comfortable with.

Follow this 4-step process to determine the best plan of action for your week:

1. **Prioritize.** First, prioritize your tasks. *Give some thought to everything you have in mind to accomplish this week and put them in order of which ones you think are most important.*
 - Based on your role and responsibilities, determine what's most important.
 - Do this each week until it becomes habit.
 - Set aside time each week to do this for the upcoming week
2. **Assess the outcome.** Once you've prioritized, take some time to assess the outcome of each task you've listed. What will you achieve when you complete each task? What's the end result? *At this stage, you probably feel confident that you prioritized effectively because you like the results of the top-priority items.*
 - Your boss will pat you on the back for doing a task well.
 - Your kids will shower you with hugs and kisses for being super-mom.
 - Your energy will be higher
 - You will feel more confident
 - You will have a sense of accomplishment

3. **Determine the impact.** Looking at the outcome is important, but *really taking a look at the impact or value of the outcome is even more important.* Yes, it's possible to like the results of the top-priority items, but are they giving you the best value or impact? Will you wake up the next day beaming because you feel fulfilled?

- Adding value means producing a result that supports the greater reward.
- You know you've achieved value from a task when the returns are evident and unquestionable.

4. **Re-prioritize.** Now that you've determined the value of each task, you'll need to re-prioritize, but *this time your top-priority items will be based 100% on the value to be derived from them.*

- Your boss will pat you on the back for doing a task well, and reward you for increasing the company's revenues.
- Those hugs and kisses from the kids will make you happy, but the value found in their happiness is of utmost importance.
- That increase in energy from planning healthy meals will result in expanded capacity to write that book
- Higher confidence will result in you using your voice and not stuffing it down with excess calories
- That sense of accomplishment will reduce that negative self talk and chatter that you've been battling from living beneath your potential

You can probably go through the daily motions doing things how you currently do them and feel somewhat satisfied at the end. There's probably nothing wrong with how you handle your days right now.

However, if the greater reward is what you truly seek, then you'll be better off trying to determine how to get the most value out of your day.

By sticking to the formula outlined, you can rest assured that you'll not only get the desired outcome, but also the satisfaction of knowing that the desired outcome will produce the **best value proposition.**

Actively seek out value and when you've found it, it will be very easy to plan your days effectively.

MODULE 2: Getting more out of your 24...STAY ENGAGED

Accomplish More Each Day With These 7 Strategies

Do you find yourself feeling stressed out because you have too many things to do? After all, there are tasks to finish for work, things to complete around the house, and activities you want to do with your family.

How can you do it all?

If you feel bogged down from life once in a while, maybe it's time to try some new approaches.

These strategies will enable you to accomplish more of what you want each day:

1. **Think “ENGAGEMENT.”** Consider that you’re awake roughly 16 hours daily. Segmenting your day into ENGAGEMENT percentages and then following your plan will help you achieve the VALUE you crave from each day.
 - For example: “I will work 50% (8 hours) of my waking hours tomorrow. Twenty-five percent (4 hours) of my time, I’ll spend coaching, exercising, and calling friends and family. I’ll devote the other 25% of engagement to my husband, Mother, and setting myself up for a value added upcoming day(pack meals, get workout clothes out, etc)
 - *In my opinion the idea of “balance” has caused more stress than it has caused solutions and so I live by the concept of ENGAGEMENT. When I’m working I’m 100% engaged in work and when I’m with my husband I’m 100% engaged with him. With that being said every day those 2 buckets don’t get the same amount of time however I bring a high level of engagement consistently.*
2. **Each evening, reflect on tomorrow.** Sometime before bed, ponder the next day. Be proactive by thinking about what tomorrow might bring so you don’t feel so overwhelmed when it arrives.
 - Where will you be? For how long?
 - Who will you be with?
 - Decide which tasks you’ll work on the following day.

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3. **Create a to-VALUE list.** A list of things that you want to accomplish (that bring you VALUE ADDED BENEFITS as discussed in module 1) enables you to collect those scattered bits of thoughts that you keep going over and over in your mind. With a TO VALUE list, you can focus better on each task as you do it rather than being distracted by details of many tasks.
 - *You'll feel less stressed when you have a TO VALUE list because you'll move from being busy to being PRODUCTIVE.* Checking off your accomplishments feels great and compels you to continue focusing on your VALUE ADDED tasks.
 4. **Write down your long-term goals.** Tack them up where you can view them as you plan each day. This way, you can include some tasks that will contribute to the eventual accomplishment of your overall goals. Your passion for your goals will burn brightly.
 5. **Avoid overwhelming yourself with too many tasks.** *Circle the three tasks on your list that are the most important and start on them early in the day.* Ensure that you accomplish these priority tasks.
 6. **Be realistic about what you can accomplish in the time allotted.** Avoid setting yourself up for failure. Divide bigger jobs into several smaller tasks to more accurately estimate your time.
 - For example, rather than say, "Write a 50-page e-book," you could state something like, "Complete the outline of a 50-page e-book."
 7. **Evaluate your progress throughout the day.** If you want to go further on a task than what you had planned, consider how doing so will affect your ability to get started on your other things to do that day. Be confident about your decision whether to continue or move on.

Follow these tips and you'll enjoy greater accomplishments in all areas of your life. Achieve the successful results you seek as you make more time to do what you really want to do!

**MODULE 2 WORKBOOK:
Get more from 24...STAY ENGAGED**

- 1. Write your MOST valued engagements**
- 2. Remember we are “engaged” for 16 hours each day(adjust based on your sleep cycle but WARNING...even if you aren’t sleeping I don’t recommend being engaged for more than 16 hours each day)**
- 3. View your percentages**
- 4. View the threats to your percentages. I call these “pop-ups”. Things that can “pop-up” literally and break your engagement**

VALUED ENGAGEMENTS	Percentage	Potential POP-UPS
EXAMPLE: Relax 30 minutes after work	25% bucket	Frisco(my dog) doesn’t like it when I relax. Have to walk him first. Neighbor sometimes drops by unannounced.

Module 3: An extra hour of POWER

You cannot extend the time in a day but you can create more time for what you value

Create an Extra Hour Each Day in which to Transform Your Life

You might think that you're already booked solid, but the truth is that it's not that difficult to find an hour for yourself by stealing a little bit of time from other activities.

Everyone needs a little quiet time because, without it, stress, depression, and anxiety tend to creep into our lives.

Creating an extra hour each day for reflection can really pay off over time. ***You'll find that the quality of your life improves when you make time to reflect on your goals, dreams, and desires.***

Focusing your mind on what's most important to you enables you to go after those dreams with a passion and bring them to life.

Try these ideas to find that extra time to reflect:

- 1. Re-purpose some of your TV time.** Television is a significant time waster. Most people average 4+ hours of TV per day. If that's you, this is an easy place to find an hour.
- 2. Spend less time on the internet.** The net is a great source of information, but it's also an easy place to spend a lot of unproductive time. For example, how much time do you spend on social media websites reading about what your friends are having for dinner? Really? Just cut back and use the time for yourself.
- 3. Early to bed, early to rise...** If you can get up an hour earlier, that's an hour you have to yourself. There's something quiet and peaceful about the morning that you don't get at other times of the day.
- 4. Limit your email time.** *Plan a specific amount of time, once per day, to check and reply to emails.*

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5. **Cut out some shopping.** Drop all your shopping (except grocery shopping) for a month. It's just a month. You can go for a month without buying anything, can't you?
 6. **Take a longer lunch break.** If you're getting your work done, maybe you can extend your lunch and get your solitude in the middle of the day.
 7. **Skip the news. *Go for 30 days without watching, reading, or listening to any news.*** You can go back after a month if you really miss it.
 8. **Drop some of the extraneous after work activities.** Instead of all the other things you might have planned, use some of this time for yourself.
 9. **Ration your reading time.** Keep the most important parts of your reading activity and limit the non-essential reading to a set amount of time each day.
 10. **Cut down on your playtime. *It's certainly important for your wellbeing to take time to relax and participate in activities that you enjoy.*** However, if you find that you play video games for hours at a time or spend frequent evenings out on the town, perhaps you can shave a little of this time off for reflection.

These are 10 ways you can find another hour, and you can easily find 10 more. ***If you use just 4 of these ideas each day, you would only have to cut out 15 minutes of each activity to find your hour.***

What to do with the extra hour?

How can you use that hour to create a more fulfilling life? Try these tips:

1. **Review your goals.** Remind yourself of your goals every day. How are things progressing? Is your plan to reach your goals moving you forward? Just reading them each day is helpful.
2. **Think about your day.** Each day, ask yourself what you've learned. What did you do well? What mistakes did you make? Can you make choices that serve you better? How? What are you grateful for today?
 - ***Imagine if each day were a little better than the last, on the average. What would your life be like a year from now?***

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3. **Meditate.** Escape the hustle and bustle of life and quiet your mind.
 4. **Journal.** You'll be shocked at how much you can learn about yourself when you write down your feelings. Plus, a journal gives you a venue to write about your challenges, reduce your stress about them, and work through them to find solutions.

Give yourself the gift of an extra hour each day for reflection. An hour a day can be transformational – find your hour and take advantage of it. You'll be so glad you did!

WORKBOOK MODULE 3 : An extra hour of POWER

List the current activities that don't produce the value or results you crave

Current Activities NOT producing VALUE	Approximate time spend	When do I invest this time?
EXAMPLE: time lurking on facebook after work	30 minutes	6-6:30pm

List activities that allow you to multi-task

Where can I multi-task	I could add	This would help
EXAMPLE: SHOWER	listening to inspirational talks	strengthen my mind

**How will I invest my
hour of POWER**

**I will take the 30
minutes I lurk on
Facebook and spend it
searching for quick easy
to prepare healthy meals
for those hectic weeks**

