



Get more of the right things done



Spend your most precious resource wisely you will never have **this minute ever again**

Why is this important? Do you ever feel that your day is filled with distractions and activities that you did not plan or perhaps want to do? Our time and focus gets hijacked by other things and people, so at the end of the day you ask yourself, what have I actually achieved today?

This tool will help you focus on the important things to you and in the words of Steven Covey and his Habit number 3 Put First things first- Organise, plan and manage yourself to achieve your goal.

The benefit to you in mastering the techniques of goal setting, prioritization and time management can help you

- ✓ Be better organized
- ✓ Be more efficient and effective
- ✓ Spend less nonproductive time
- ✓ Feel happier and less stressed

*"You don't have to be a fantastic hero to do certain things- to compete
You can be just an ordinary chap, sufficiently motivated to reach challenging goals."*

Sir Edmund Hillary



Please take 4 minutes to watch the cookie jar story of identifying your goals and putting first things first here https://youtu.be/4Qbz_kCs1Vc

*When I was attending Aberdeen Hospital for cancer treatments there was a lot of time waiting around in between appointments and for scans. I wanted to do something positive and to distract my mind from what was happening, so I started to read *The Seven Habits of highly effective people* by Stephen Covey. This was where I learned about the cookie jar story. In the jar is a lot of sand which represents the minutia in life, emails, social media, life admin, internet shopping. Or at work could be meetings, reading reports making and taking calls.*

The pebbles represent the projects in life, moving to a new house, buying a car or at work a quality improvement project, marketing campaigns, product launches.

If we spend all of our time on these tasks, there is little room left for the big stones which represent the important things in your life and also at work.

*So I took time to write down my 7 stones or goals in 1998 and every subsequent year for both my home and work life, I keep them visible, review them and measure my progress towards achievement. I schedule my priorities and not prioritise what is on my schedule. I believe this technique has helped me in my Leadership of W2 Training and being a Mum to my two children. My moto is to **pay myself first** by doing the things that are important to me, and this I try to do every single day.*

Whilst we cannot manage time itself, we can manage how we use our time to make us more productive, both in our professional and personal lives. This is key for a number of reasons:

It helps us to prioritise our commitments


It helps us to keep you focussed on each task

It gives us a realistic outlook on our tasks




Take some time to **pay your self** first and find a quiet place to consider and write down....

What 7 big stones are important in your life?

 Goal	What do I do to achieve the goal?	Reality now/ Results
Mel Healthy balance in life – target weight 9 stone	3 Exercise mixed sessions pw yoga/ swim/ cycle/ walk to work 3 days Create the food list for best foods to prevent BC and improve health	97lb 2 exercise PW List created and need to take it on every shopping trip

What 7 big stones are important in your work?

 Goal	What do I do to achieve the goal?	Reality now/ Results
Mel. During lockdown learn about the best tools for online learning Create a series of micro learning that will help facilitate people to be their best, to improve lives and improve results	Find a study course that is worthy of my time and will enable me to create a 30 day leadership challenge STEP Forward a tool for each day	Completed and passed post graduate Open University online course in Creating Content for adult learners online 18 of 30 tools created

7 Habits of Highly Effective People

From Steven Covey's book

Habit 1 - Be Proactive

*Control your environment, rather than letting it control you.
You have the power to choose and respond to activators and conditions*

Habit 2 - Begin with the end in mind

Personal leadership towards the relevant activities and end goal

Habit 3 - Put first things first

Organise, plan and manage yourself to achieve your goal

Habit 4 - Think 'Win Win'

Co-operate efforts in collaboration with colleagues. We are one team

Habit 5 - Seek first to understand, then be understood

*Communication should be simple and effective; use active listening.
Diagnose before you subscribe*

Habit 6 - Synergise

*Use creative co-operation to solve problems : create improvements and
innovation*

Habit 7- Sharpen the saw

Always develop your Attitude, Skills and Knowledge

Actions and Applications

Take a little time to consider and write down:

1. Watch our film on the Cookie Jar story by the sea
2. Take time to identify and write down Your 7 Stones/ Goals for life and work
3. Read the Seven Habits of Highly effective people by Steven Covey

Good luck in getting more of the important things to you done *every single day*