

## ACTION PLAN

ADVICE FROM JEFF DAVIDSON, *At Your Best*  
ADVISOR AND AUTHOR OF *BREATHING SPACE*

### How to set your priorities —and follow them

Making and reaffirming choices about what's important to you and how you'd like to allocate your resources and time are crucial to your happiness . . . and effectiveness. To do this, you need to establish your priorities.

Priorities are quite simply those things that are most meaningful to you. Unfortunately, they often become misplaced somewhere in your daily high-wire balancing act.

It's wise to have only a few priorities. If you have too many, you're not likely to respect each of them. At some point, too many priorities become paradoxical—only a few concerns can be priorities.

Take the following steps to establish your priorities:

- List everything that's important, or that you wish to accomplish. Initially, overpick.
- Now, go back and assess your list. Eliminate the nice but, on second inspection, not so important items.
- Combine any items that are similar in nature.
- Rewrite, redefine or restructure any of your choices. If you're not sure of an item, feel free to delete it.
- Put your list away for another day, then review it. Delete, combine or rethink any of the items remaining. If something seems less important, drop it.
- Complete your list, for now—priorities can change.

#### YOUR PRIORITY CARD

Finally, for maximum benefit, write your priorities on small business-size cards. Keep one in your wallet, one in your appointment book, and one in your car.

Read your priorities as often as you can. Reading your list frequently invigorates you because you're actively supporting what you've chosen as important. It isn't overkill to review a list of your life's priorities every day.

## At Your BEST

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