

Developing The Leader Within You 2.0

Mastermind based on the book by John C. Maxwell

THE KEY TO LEADERSHIP: PRIORITIES

Priority Principles & Pressures

What has been your greatest challenge in staying focused on your priorities?

Priority Principles

- 1) Working _____ has a higher return than working _____
- 2) You can't _____ it all
- 3) _____ is always the enemy of _____.
- 4) _____ beats _____.

Are you more of an Initiator or a Reactor?

Initiators	Reactors
Prepare	Repair
Plan ahead	Live in the moment
Pick up the phone and make contact	Wait for the phone to ring
Anticipate problems	React to problems
Seize the moment	Wait for the right moment
Put priorities on the calendar	Put other's requests on the calendar
Invest time in people	Spend time with people

What are two areas where you can take steps to move from the right to the left side?

- 5) The _____ takes precedence over the urgent _____.

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The Pareto Principle

_____ of your priorities will give you _____ of your production

Priority Pressures

1. Most people _____ the Importance of most things.
2. Having too many priorities _____ people.
3. When small _____ are given too much attention, big _____ arise.
4. Making _____ a priority means nothing is a priority.
5. Sometimes it takes an _____ to force people to prioritize.

The Three R's

- 1) What is _____ of me?
- 2) What gives me the greatest _____?
- 3) What is most _____?

How do you juggle keeping your priorities and other people's expectations?

What are the tasks that you feel are required of you but you would rather have someone else do them because they don't leave you feeling fulfilled or accomplished? What would need to change for you to delegate them?

What are the tasks that if it were up to you, you would happily spend more time on but don't feel are very productive?

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APPLICATION: Developing the Prioritizer Within You

Answer the following five questions based on the priority principles in the lesson:

- 1) Where do I need to work smarter instead of harder?
- 2) What must I change to stop trying to have it all?
- 3) What good things can I stop doing in order to do the best?
- 4) What must I do to become more proactive instead of reactive?
- 5) What can I do to stop doing urgent but unimportant things?