

#2 Today's Priorities Give Me Focus

“Devoting a little of yourself to everything means committing a great deal of yourself to nothing.”

— Michael LeBoef

Why Priorities Matter Today

1. Time is our most precious _____ .

Your time is priceless. As Ralph Waldo Emerson advised, “Guard well your spare moments. They are like uncut diamonds. Discard them and their value will never be known. Improve them and they will become the brightest gems in a useful life.”

*To know the value of **one year**...ask the student who failed the final exam.*

*To know the value of **one month**...ask the mother of a premature baby.*

*To know the value of **one week**...ask the editor of a weekly news magazine.*

*To know the value of **one day**...ask the wage earner who has six children.*

*To know the value of **one hour**...ask the lovers who are waiting to meet.*

*To know the value of **one minute**...ask the person who missed the plane.*

*To know the value of **one second**...ask the person who survived the accident.*

*To know the value of **one millisecond**...ask the Olympic silver medallist.*

2. We cannot _____ time, only our priorities.

Sales consultant and author Myers Barnes says, “Time management has nothing to do with the clock, but everything to do with organizing and controlling your participation in certain events that coordinate with the clock. Einstein understood time management is an oxymoron. It cannot be managed. You can’t save time, lose time, turn back the hands of time or have more time tomorrow than today. Time is unemotional, uncontrolled, unencumbered.

#2 Today's Priorities Give Me Focus...continued

It moves forward regardless of circumstances and, in the game of life, creates a level playing field for everyone.” Since you can’t change time, you must instead change your approach to it.

3. _____ help us choose wisely.

Author Robert J. McKain says, “The reason most goals are not achieved is that we spend our time doing second things first.”

Three Questions to Help You Prioritize

a. What is _____ of me?

b. What gives me the greatest _____ ?

c. What gives me the greatest _____ ?

JM's Four Priorities

1. _____ 3. _____

2. _____ 4. _____