

# *Your Personal Priorities*

## *Your Priorities*

*“If you travel much by plane, you have probably heard the flight attendant say, “In the event of a change in cabin pressure, panels above your head will open revealing oxygen masks. Pull the mask down toward you to activate the flow of oxygen. Cover your nose and mouth with the mask. Place the elastic band around your head and continue to breathe normally. Remember to secure your own mask before assisting others.” This is how I look at life. I have to attend to myself first (second only to God) in order to be spiritually, emotionally, intellectually, and physically available to others. If you have trouble with the semantics of putting yourself second, think of it as preparation to serve others.”*

– Michael Hyatt, *Creating Your Personal Life Plan*

*“Make no little plans; they have no magic to stir men’s blood and probably will themselves not be realized. Make big plans; aim high in hope and work, remembering that a noble, logical diagram once recorded will not die.”*

– Daniel H. Burnham

### **Example Priorities:**

1. God
2. Self
3. Family
4. Friends
5. Work
6. Money
7. Ministry

### **Your Priorities:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

## *Daily Prioritizing Tools*

Order of Priority:	Time Allowed:	DO NOW: (High Importance, High Urgency)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

TO DO: (High Importance, Low Urgency)
1.
2.
3.
4.
5.
6.
7.
8.

TO DO: (Low Importance, High Urgency)
1.
2.
3.
4.
5.
6.
7.
8.

Phone calls to make:
1.
2.
3.
4.
5.

Personal notes:
1.
2.
3.
4.
5.

# Monthly Prioritizing Tools

Topic: \_\_\_\_\_

HIGH VALUE, High Urgency	HIGH VALUE, Low Urgency
LOW VALUE, High Urgency	LOW VALUE, Low Urgency

(Adapted from John C. Maxwell, *Developing the Leader Within You*)