



FranklinCovey®

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FOCUS

ACHIEVING YOUR HIGHEST PRIORITIES

10 Weeks Post Workshop Engagement

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Week 1 – Day 1

FOCUS

ACHIEVING YOUR HIGHEST PRIORITIES



Because we don't know what is really important to us,
everything seems important.

Because everything seems important,
we have to do everything.

Other people, unfortunately, see us as doing
everything, so they expect us to do everything.

Doing everything keeps us so busy, we don't have
time to think about what is really important to us.

- Anonymous

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Week 1 – Day 2

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ACHIEVING YOUR HIGHEST PRIORITIES



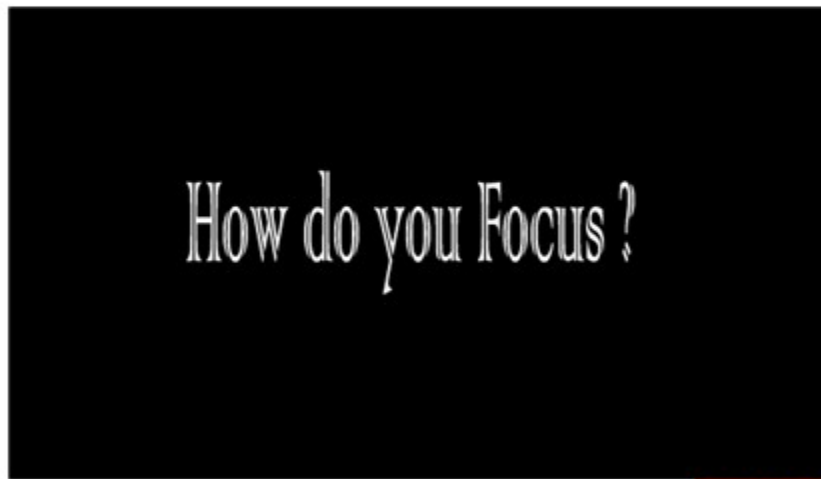
Welcome

Your participation in the Focus workshop was just the beginning of your journey towards achieving your highest priorities. We are thrilled to welcome you on this pathway.

In the days to come, you will receive regular email from us, which will provide you tools, resources, Audio & Videos. Follow the emails and complete the exercises consistently, we promise that you will experience a marked and measurable increase in your personal and professional productivity.

We would love to hear from you and partner in this journey. Please reply to this email, write to us about your top three take aways from this workshop and how you want to implement your learning with your teams.

With this we leave you with a video. Please click on the thumbnail below to watch.



Click to Play



We wish you the very best on your journey.

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Week 1 – Day 3

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The Road Map - We will help you

- Identify,
- Focus on, and
- Execute


YOUR HIGHEST PRIORITIES

Following are the Tools that we will use to achieve this.


THE TIME MATRIX

	Urgent	Not Urgent
Important	I	II
Not Important	III	IV

THE PRODUCTIVITY PYRAMID



MY PLANNING SYSTEM



Week 2

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ACHIEVING YOUR HIGHEST PRIORITIES

The Time Matrix- Things which matter most must never be at the mercy of things which matter least.
- Johann Goethe

We hope you have done your exercise on listing the activities that you do and in which Quadrant.

Important (adj): of much import, carrying with it serious consequences; weighty; momentous; grave, and significant

urgent (adj): 1: pressing, compelling; calling for or demanding immediate action; anything characterized by urgency

The graphic below depicts the 4 Quadrants of the Time Matrix. All activities that you perform will fall in any one Quadrant.

	Urgent	Not Urgent
Important	I NECESSITY	II PRODUCTIVITY AND BALANCE
Not Important	III DECEPTION	IV WASTE AND EXCESS

The following graphic depicts the attributes to the various activities that fall in the specific Quadrants.

	Urgent	Not Urgent
Important	<ul style="list-style-type: none">• Crisis• Pressing problems• Deadline driven projects, meetings, reports	<ul style="list-style-type: none">• Preparation• Reflection• Relationship building• Strategic planning• Future clarification
Not Important	<ul style="list-style-type: none">• Needless interruptions• Unnecessary reports• Unorganized meetings, phone calls, mail, e-mail• Other people's minor issues	<ul style="list-style-type: none">• Trivia, busywork• Unrelated phone calls, mail, e-mail• Time-wasters• "Familiar" activities• Excessive TV, Internet, relaxation


As very evident, we should always have most of our time spent in Quadrant 2 - Quadrant of Productivity and Balance. It should be our endeavor, not to spend any time in Quadrant 3 and Quadrant 4.

	Urgent	Not Urgent
Important	I MANAGE	II FOCUS
Not Important	III MINIMIZE	IV AVOID

To do this, we need to have a clear picture on where we spend most of our time. The exercise on listing the activities and placing those in the respective Quadrants will help you achieve this. If you have not undergone this, we request you to do this, atleast once to begin with. Download the blank Time Matrix Tool Sheet by clicking on the button below. Take a print of this and write the activities you perform and in which Quadrant.



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Week 3



The Productivity Pyramid - You need to believe that what you're doing is right, and you need to stay focused. Without a clear course in mind, it's very easy to be swayed by everybody's opinions - Jane E. Shaw

We hope you have done your exercise on listing the activities that you do and in which Quadrant. How do you feel about it. Work towards completely avoiding working in Quadrant 3 & 4. Work in Quadrant 2 with focus on pulling yourself out of Quadrant 1.

This week we will work on "Identifying Values" and "Set Goals" steps of The Productivity Pyramid.

Underlying Principle - When your daily activities are in concert with your highest priorities, you have a credible claim to inner peace - Hyrum Smith



Identify Values - The Productivity Pyramid has values at the base because our values represent what matters most to us. They are the source of our passions in life, and they help us determine where we focus our energies. Our values should be the driving force behind virtually everything we do. If they're not, there's a crack in the base of our life's monument - our own personal pyramid - that could mean that the entire structure is unstable.

Think about the things you value most - e.g. integrity, adventure, or balance - and use the value worksheets in your FranklinCovey planning system to write them all down. Also write down the clarifying statements for each value.

Values	
Value:	Teamwork
Clarifying statement:	I work collaboratively with others and positively contribute in a way that will help my team move forward.
Value:	Creativity
Clarifying statement:	I reflect my unique capacities while being innovative and independent in the things I choose to do.
Value:	
Clarifying statement:	

Once you have your values defined and clarified, you are ready to define your roles.

Set Goals - A great life is created and built one step at a time, exactly like pyramids. Do you think the ancient Egyptians started building without a blueprint of some kind? Goals are a type of blueprint for your life.

By identifying the roles, you can imagine how you want to perform in each role. e.g. if you have a role of spouse, a key attribute may be that you are supportive. You will begin to think about ways you want to behave, things you want to accomplish.

Use the Goal Planning worksheets to define a Goal. Write down in detail and what it will take to accomplish the goal. Give each goal a time frame that will help you measure your progress.

Goal Planning	
Value(s) of this goal:	Teamwork
Value(s) of this goal:	Professionalism
Essential Action:	
Develop a communication plan for my team by [date].	
Identify your:	Resources
Identify your:	Challenges
Analyze audience:	
Determine message types:	
Choose media/channels for message delivery:	
Determine frequency:	
Obtain manager buy-in:	

Keep the following graphic in mind while defining your Goals.

Number of Goals	2-3	4-10	11-20
Goals Achieved With Excellence	2-3	1-2	0

Share with us your experiences on the exercises. We would love to hear from you.

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Week 4

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| ACHIEVING YOUR HIGHEST PRIORITIES



 Live, Love, Learn, Legacy

Life is Short

[Click to Play](#)

We hope you enjoyed the Video. In the coming week we will Focus on the "Plan Weekly" step of The Productivity Pyramid.

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Week 5

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We hope your experiences with "Identifying Values" and "Set Goals" of The Productivity Pyramid were great. We request you to continue using the Value Worksheet Tool and the Goal Planning Worksheet Tool.

This week we will work on "Plan Weekly" step of The Productivity Pyramid.

Plan Weekly - Three steps to Weekly Planning

1. Review your roles. The first step in weekly planning is to review your roles. Don't forget yourself! That's the Sharpen the Saw role and its Four dimensions noted on the Compass. Keep in mind that your roles may change from time to time. You may find there will be some weeks when your responsibilities in a certain role are very minimal. That doesn't necessarily mean the role goes away, but you can be grateful to have one less role to think about that week. Next week you might not be so lucky!

2. Choose Big Rocks. Your big rocks are your most important weekly priorities. A key question to ask yourself as you review your roles and choose your big rocks is: "What is the most important thing I can do in this role this week that would have the greatest positive impact?" If you live your life with that question at the forefront of your weekly planning, how can you go wrong?

Imagine that you are given a pile of rocks-some quite large, and some quite small-and you are asked to fit as many of the rocks as possible into a bucket. The best way to accommodate all the rocks is to place around them. Compare this to your week. Schedule the most important things first, then schedule the less important tasks around them. The result? Higher productivity and focus on your highest priorities.

Once you have your big rock for each role, record it under the appropriate role. You may not always have a big rock for each role, and you may come up with more than one big rock for a particular role. Don't forget your Sharpen the Saw role! Some of the big rocks you have chosen may also be translated into appointments or tasks for the week.

3. Schedule the week. The third step to weekly planning is to schedule the week. Put those big rocks in first, then fill in the rest. The power of weekly planning is to schedule the important big rocks first, before the small rocks fill up your week-and they will! Your big rocks can be translated into appointments and tasks, or become an area of focus for the week. The ones that aren't "schedule-able," such as "Be a good listener," stay on your Weekly Compass Card as a reminder. This is also a good time to review your Master Task List and your goals, which may contain some items you will want to schedule in your week.

You will find that most of your big rocks are Quadrant II (Important but not urgent) types of things. Once they are scheduled and your week begins, don't let other urgent, but less important, things take their place. This is the key to taking control, being productive, and feeling balance in your week.

Share with us your experiences on the exercises.

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We want you to email answers you have been a part of our learning outcomes.



WEEKLY COMPASS®

What is the most important thing I can do for this role this week?

Role: **Lead IT - Lead IT**

Big Rock: **Share the Best**

Priority: **High - High**

Completion: **Adapt to Call**

Notes: **Be a good listener**

Role: **Friend**

Big Rock: **Share the Best**

Priority: **High - High**

Completion: **Adapt to Call**

Notes: **Be a good listener**

Role:

Big Rock:

Priority:

Completion:

Notes:

Role:

Big Rock:

Priority:

Completion:

Notes:

Week 6

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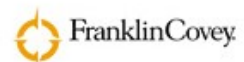
Big Rocks

What big tasks can you put first?

Click to Play

We hope you enjoyed the **Big Rocks** Video. In the coming week we will Focus on the "Plan Daily" step of The Productivity Pyramid.


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Week 7

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We hope your experiences with "Identifying Values", "Set Goals", and "Plan Weekly" steps of The Productivity Pyramid were great. We request you to continue using the Value Worksheet Tool and the Goal Planning Worksheet Tool and The Weekly Compass Tool.

This week we will work on "Plan Daily" step of The Productivity Pyramid.

Plan Daily - We've made it to the top of the Productivity Pyramid! Each morning you'll want to set aside 5-10 minutes to plan your day. As with weekly planning, daily planning has three important steps.

1. **Check today's appointments.** Appointments are fixed commitments to yourself or others to whom you have promised to devote a certain amount of your time. Since you've already blocked out time in your schedule for these appointments, you need to plan the remainder of your daily tasks around them. Therefore, it's logical to start each day by checking your appointments.
2. **Make a realistic list.** A realistic list doesn't mean your task list is completely filled from top to bottom. In fact, over-filling your task list can overwhelm you and make you feel out of control. Like there's no opportunity for flexibility or spontaneity. Instead, once you've checked your appointments for the day, determine the number of remaining hours available and then list a reasonable number of tasks to be completed in the time available.
3. **Prioritize (ABC, 123).** After you have a realistic list of daily tasks to work with, it's time to prioritize the list. Prioritizing allows you to determine the value and order of the items on your list, and keeps you from spending time on things you don't value. It prevents the most important events in your life from being "victimized" by less important activities, and gives you an excellent opportunity to determine where and on what you need to focus your attention and energy.

Prioritizing your list is as easy as ABC, 123. The As, Bs, and Cs represent the value of each task, and the 1s, 2s, and 3s represent the order or sequence in which you will accomplish those tasks.

Finally, you'll notice on each planning page a "tracking legend" just above the Prioritized Daily Task List. The symbols in the legend make it easy to track your progress on each task. You will find symbols that signify your tasks have been completed, forwarded, deleted, delegated to someone else, or are still in process.

10	M	T	W	T	F	S	S
10/1/08	1	1	1	1	1	1	1
April 2008	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Legend:

- Completed
- Forwarded
- Deleted
- Delegated
- In Process

Legend: Prioritized Daily Task List


- A1** Daily Planning
- B1** Review
- A2** Call Henry again
- B2** Prepare sales rat.
- A3** Review professional
- B3** Call Wendy
- B4** Call travel agent

Appointments Schedule

6	
7	
8	
9	V-mail, e-mail
10	Communication Plan
11	Angels Stephens
12	

Share with us your experiences and on the exercises with regard to The Productivity Pyramid.

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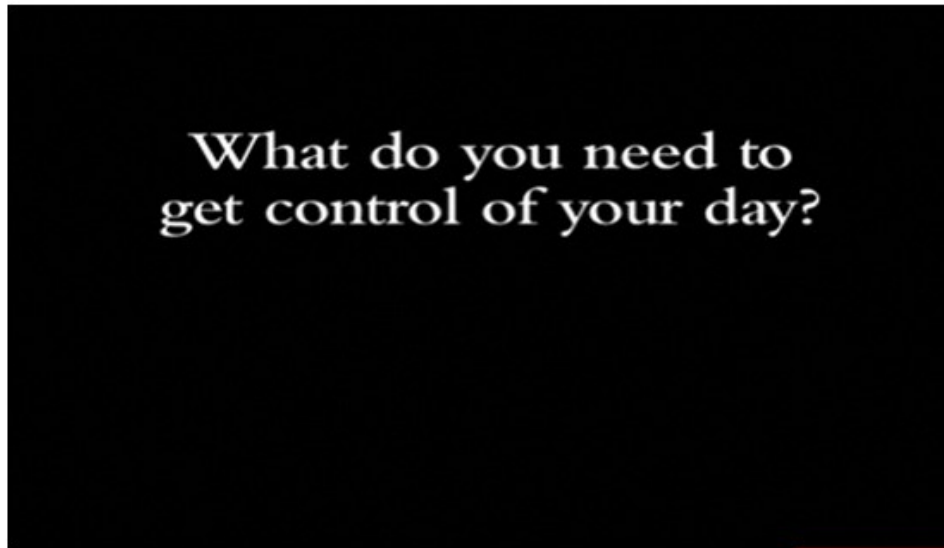
Week 8

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ACHIEVING YOUR HIGHEST PRIORITIES



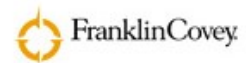
Circles



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We hope you enjoyed the **Circles** Video. In the coming week we will Focus on "**My Planning System**".

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Week 9

FOCUS ACHIEVING YOUR HIGHEST PRIORITIES

We hope your experiences with The Time Matrix and The Productivity Pyramid were worthwhile. We strongly urge you to continue using all the Tools that we have discussed so far. We are sure, by the end of this Intervention there will be a measurable increase in your personal and professional productivity.

Technology and tools are useful and powerful when they are your servant and not your master - Dr. Stephen R. Covey

This week we will work on MY PLANNING SYSTEM .

My Planning System



An effective planning system is Integrated, Mobile, and Personalized.

Analyze, what you manage on a regular basis is THE CORE FOUR

- Tasks
- Appointments
- Notes
- Contacts

Use your paper planning tool to manage THE CORE FOUR



You may use a combination of a Mobile & Home planning systems as long as they remain Integrated. Following is an illustration on how you may combine these.

	TASKS	APPOINTMENTS	NOTES	CONTACTS
H - Home			H M	
M - Mobile		M M		M
	H H			H

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Week 10

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We sincerely hope that your journey with us and The Focus workshop, so far, has been worthwhile.

Please feel absolutely free to write to us with your feedback and queries. We strive to make ourselves better and better and your feedback is paramount and valuable to us.

We sincerely wish you success in all your endeavours.

In this wonderful journey on achieving your highest priorities, we leave you with a beautiful video.



Closing



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