

## Defining Your Priorities

### Sorting Priorities from Distractions

My guess is that you're a lot like me and that there's a lot of things competing for your time and attention. The first challenge is to distinguish which of these are truly priorities vs. which can wait until later, and which are just time-wasting distractions.

And then the next challenge is that when something new pops up, which it will, you have to decide if it's a new priority that goes to the top of your list, or if it's something that should wait until later, or something you should ignore altogether.

The Eisenhower Matrix, popularized by Stephen Covey, is an old standby that is a very useful foundation for making these distinctions.

|               | Urgent                                                                                                                                                                                                                                                                                                                     | Not Urgent                                                                                                                                                                                                                                                                                         |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Important     | <b>I</b><br><b>Crisis Management</b><br>What kinds of <i>truly important</i> crises pop up for you regularly? <ul style="list-style-type: none"> <li>• Work related "fires"</li> <li>• Personal / Family issues</li> <li>• Health problems</li> <li>• Other?</li> </ul>                                                    | <b>II</b><br><b>Strategic Investments</b><br>What time investments do you want to be making? <ul style="list-style-type: none"> <li>• Health &amp; Wellbeing</li> <li>• Relationships</li> <li>• Planning</li> <li>• Prevention / Maintenance</li> <li>• Rejuvenation</li> <li>• Other?</li> </ul> |
| Not-Important | <b>III</b><br><b>Pressing Distractions</b><br>What pressures and demands pop up for you regularly that are <i>NOT truly important</i> ? <ul style="list-style-type: none"> <li>• Calls that don't need to be answered right now</li> <li>• Emails that can wait</li> <li>• Requests that can be addressed later</li> </ul> | <b>IV</b><br><b>Time Wasters</b><br>Being honest with yourself, what do you waste time doing? <ul style="list-style-type: none"> <li>• Social media</li> <li>• Surfing the web</li> <li>• Pointless television, movies</li> <li>• Chatting with others</li> <li>• Other?</li> </ul>                |

## Sorting Priorities from Distractions

**Activity: Sorting Priorities from Distractions**

Populate each quadrant of the time management matrix with real examples from your life.

|               | Urgent                                                                                                                                                                                                                                                                                                                               | Not Urgent                                                                                                                                                                                                                                                                                                                                           |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Important     | <b>I</b><br><b>Crisis Management</b><br>What kinds of truly important crises pop up for you regularly?<br><ul style="list-style-type: none"> <li>• <i>Work related?</i></li> <li>• <i>Personal / Family?</i></li> <li>• <i>Health?</i></li> <li>• <i>Other?</i></li> </ul>                                                           | <b>II</b><br><b>Strategic Investments</b><br>What time investments do you want to be making:<br><ul style="list-style-type: none"> <li>• <i>Planning?</i></li> <li>• <i>Prevention / Maintenance?</i></li> <li>• <i>Health &amp; Wellbeing?</i></li> <li>• <i>Relationships?</i></li> <li>• <i>Rejuvenation?</i></li> <li>• <i>Other?</i></li> </ul> |
| Not-Important | <b>III</b><br><b>Pressing Distractions</b><br>What pressures and demands pop up for you regularly that are NOT truly important?<br><ul style="list-style-type: none"> <li>• <i>Calls you don't need to answer right now</i></li> <li>• <i>Emails that can wait</i></li> <li>• <i>Requests that can be addressed later</i></li> </ul> | <b>IV</b><br><b>Time Wasters</b><br>Being honest with yourself, what do you waste time doing?<br><ul style="list-style-type: none"> <li>• <i>Social media?</i></li> <li>• <i>Surfing the web?</i></li> <li>• <i>Pointless television, movies, etc.?</i></li> <li>• <i>Other?</i></li> </ul>                                                          |

# RELATED COURSES TO EXPLORE

## **Sustaining Balance Amidst Virtual Chaos**

In this 2-hour course, we'll focus on:

- Building Resilience: Recognize and manage stress in yourself and others to find a sustainable pace as you encounter a variety of pressures.
- Setting Healthy Boundaries: Define "what's OK and what's Not OK" in the various relationships in our lives.
- Establishing and Living Out Healthy Daily Habits: The motivation to stay physically, mentally, emotionally, and spiritually balanced.

**[Learn More](#)**



## **Get Focused, Stay Focused, Re-focus**

In this 2-hour course, you will learn how to:

- Sort Distractions from Priorities: Distinguish between what is truly important and adds value versus what is demanding our time but shouldn't necessarily receive it.
- Mindfully Re-Focus: Get focused, stay focused, and then Mindfully Re-Focus when necessary.
- Using the Tools: Tips on using Technology Tools to support your planning, focus and productivity, rather than distracting you from it.

**[Learn More](#)**



## **Strengthening Alignment**

In this 2-hour course, we will help you:

- Assess where you're aligned or misaligned with your organization
- Consider what you want to do about that as a leader (regardless of your position)
- Lay out your Action Plan to strengthen alignment by taking steps yourself, influencing the organization, or changing your situation altogether.

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Leadership & Organization  
Development