

High Priority Activities

High priority activities are the “20 percent” ones that produce 80 percent of your results. Before you can begin to increase the time spent in those important activities, you must identify them.

Think about the various activities involved in your business. List at least ten of the most important things you do in the center column on the form below. Then in the left hand column rate them in the order you think is most important to your success. In the right hand column rate them in the order of how much time you spend in each activity.

Importance	Activity	Time Spent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The more you focus on your high priority activities, the more productive you will be. You may also discover some conflicts. If this happens, refer to your purpose, priorities and goals. They usually will provide direction. Sometimes you have to make difficult decisions and then either delegate the other activities, simplify them or eliminate them. It’s also recommended that you show your list to a colleague. It’s possible that you overlooked something or you may need to switch some of your priorities—and it’s usually easier for someone else to be objective.