

The Power of Priorities

Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "The Power of Priorities". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as they are learning helps to solidify the information in their brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – The Power of Priorities

While the previous course focused on developing a foundational understanding of self-awareness, what self-awareness is and why it's important, this course will focus on strategies to help you gain more insight into who you are and the tools needed to put those insights to action.

Learning Objectives – The Power of Priorities

By the end of this course, you will understand the following:

- Understand the importance of prioritizing well
- Develop a framework for understanding priorities
- Learn four models for setting priorities
- Experience approaches toward setting priorities
- Feel confident in effectively setting and achieving priorities

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5 Techniques for Effective Priority Setting

#	Technique	Notes
1		
2		
3		
4		
5		

Creating Boundaries

Dale Carnegie's book - "_____"

How one entrepreneur achieved success: _____

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4 Mistakes When Setting Priorities

#	Mistake	Notes
1		
2		
3		
4		

Using Technology

4 Models for Setting Priorities

- 1) Covey _____
- 2) Eat That _____
- 3) Rocks, _____ & Sand
- 4) 3 D's - _____, _____, _____

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Model #1: Covey Quadrants

Steven Covey Books:

- _____
- _____

Four Quadrants – Video Notes

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Model #2: Eat That Frog

Author: _____

Notes

Model #3: Rocks, Pebbles and Sand

Video Notes

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Model #4: The Three D's

Vacation Syndrome: _____

Three D's

- D _____
- D _____
- D _____

Video Notes

5 Principles of 3 D's

#	Principle	Notes
1		
2		
3		
4		
5		

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Exercise – Which Model Do You Want to Use?

Work Day Scenario

Non-Work Day Scenario

Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. What are the challenges you face when trying to maintain a healthy work/life balance?
2. How do you overcome your fear of being honest?
3. When priorities change over a period of time, how do you know that it is the right time?