

# Re-Claiming Your Priorities

UMKC Starr Symposium Leadership Forum

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# Determining Your Top Priorities

I Want To ...

1.

2.

3.

4.

# Requirements for Goals: SMART

- S = Specific
- M= Measurable
- A= Achievable
- R= Realistic
- T= They're within your control

# My Starting Action Plan

- Step 1. Deadline:
- Step 2. Deadline:
- Step 3. Deadline:
- Step 4. Deadline:
- Step 5. Deadline:
- Step 6. Deadline:

# Your Belief System

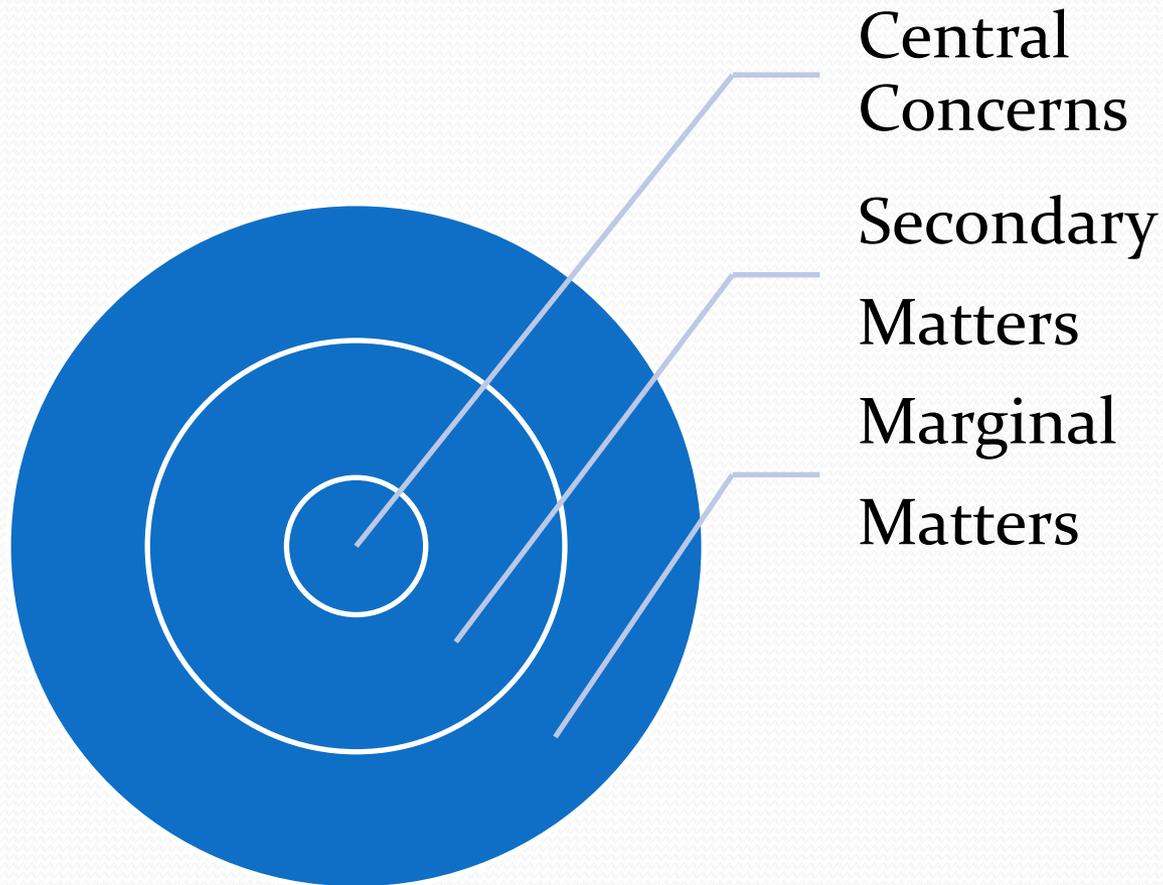
- “The difference between peak performers and others is their unassailable belief in the likelihood of their own success.”

John Garfield  
“Peak Performers”

# Your Belief System

- Visualization
- Props and Reminders
- Affirmations

# Top Priority Goals



# Top Priority Goals: Central Concerns & Essentials

- Central Concerns: On Target
- What you want most and value in your life.
- Question & examine your values on a regular basis.
- Ask yourself “Am I aligned on goals?”

# Secondary : The Treacherous Middle Ring

- Secondary: A good use of your time, but not necessarily the *best* use of your time
- Secondary matters are worthwhile but will not give you a good return on your investment
- They are good and acceptable but will not get you to your life-time goals

# Secondary : The Treacherous Middle Ring

- If you spend time on worthwhile tasks, but do not experience joy and deep satisfaction, you are stuck in secondary matters.
- Read over your Wants List.
- How many of your activities contribute to it?

# Marginal Matters: The Outer Circle

- Name your poison!
- Small, trivial tasks don't contribute to your goals.
- They eat up time and are low priority.
- Many of them do not have to be done at all!
- Marginal matters are often the trap of perfectionists:  
    “I have to finish-----before I start on my goals.”

# Aim for the Bullseye!

- Central Concerns are what you want most and value in your life—your major priorities.
- Essential Concerns are what you must do to stay alive, keep healthy, and be able to pay the rent.

# Turning Goals into Action Plans

- List your first step.
- Make some type of commitment towards it:
  - research, money, promises, contract, or materials, but have some tangible proof of starting on your goals.
- Seek out support for your goals.

# Turning Goals into Action Plans

- Divide it into workable steps
- Have a timeline (with dates!)
- 20/80 Ratio (Pareto Principle) Only 20% of the cause brings 80% of the results

# Getting Motivated

- What motivates you?
- Success stories, mentors, biographies, associations, “buddy system,” rewarding yourself, paying yourself

# Keeping Motivated

- Satisfied needs are not rewards
- You may need to search for new , unused rewards
- Bribe yourself!

# Getting Stuck

- Look at your self-talk. What are you telling yourself?
- Are you holding on to self-limiting beliefs?
- List them.
- Challenge them!

# Getting Stuck

- If people in your life don't believe in you, find new sources of support
- Give yourself props for keeping on task
- Review your goals everyday, and inch a bit closer

# Keeping Motivated

- Pay attention to what you want and need
- Goal slippage is common, but not deadly
- Be creative, shake up your routine, try something new

# Keeping Motivated

- Be creative, shake up your routine, try something new
- Reward yourself for getting back on track
- Journal (Morning Pages a la Julia Cameron) to understand your own motivation

# I Will Reward Myself by:

1.

2.

3.

4.

5.

6.

7.

8.

# Re-Claiming Your Priorities

- Take your priorities seriously!
- Plan your work, and work your plan!

# Re-Claiming Your Priorities

- “Shoot for the moon. Even if you miss it you will land among the stars.”

Les Brown