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.
- Step 2.
- Step 3.
- Step 4.
- Step 5.
- Step 6.

Deadline:
Deadline:
Deadline:
Deadline:
Deadline:
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

Central Concerns
Secondary Matters
Marginal Matters
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