

Goal Based Priority Management

Create Your Future, One Accomplishment At A Time

Denny Andrews



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Chapter One – Why Priorities Management?

The reason this is priorities management and not time management is that time management is a concept from the past. Time management was an important concept back when you actually had time. Remember the term “free time”, when is the last time you actually heard anyone use that term? When is the last time you actually had “free time”? Every minute of every day is taken and interrupted with something that always demands our attention or time. It’s no longer about managing your time because you have none to manage. It is now about managing your priorities and using the time you have to get those priorities accomplished.

The priorities management system that I have created helps you to put those priorities at the front of your mind and attention so that you can make progress towards those on a daily, weekly, monthly and annual basis. It seems the more successful you become, the more responsibilities you have, and the fewer priorities you are actually able to manage or accomplish. In this state you begin to experience a complete time vacuum. It appears that the earlier you get up and the harder you work, the less time you have. You can try all the time management systems available, but you will realize that time can’t be managed. Everyone gets the same 24 hours a day, seven days a week. There is no more time available no matter how well you manage it.

When you think about 24 hours in a day, it always seems like there is plenty of time, but by the end of the day you almost always feel further behind than when you started. It finally comes down to the fact that trying to manage time is a waste of time! What you really needed to manage is your priorities. There’s no magic way to manage priorities, unless you have a system, and more importantly, a way to stick to it!

The most effective exercise, but also the hardest to implement and be consistent with, can be summed up in one sentence:

Never start your day until you have already finished it in your mind and put it on paper!

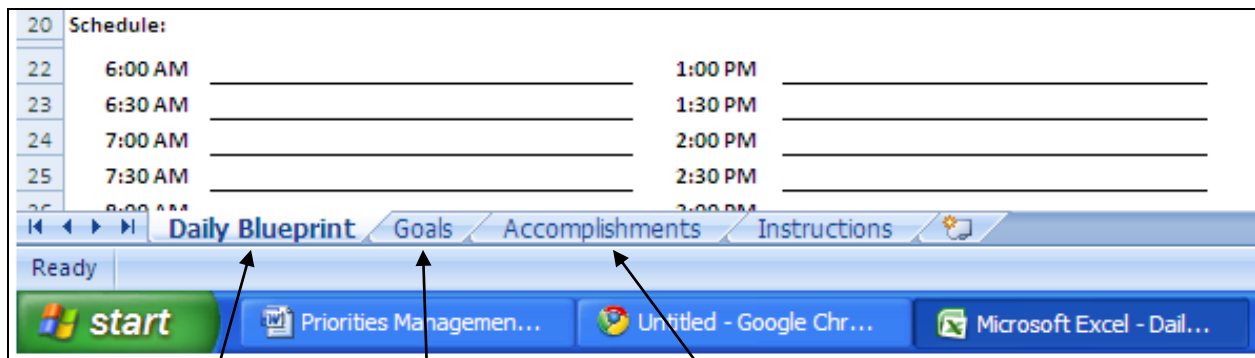
This means that every morning before you jump into the routine chaos of your day, stop, close your eyes and picture yourself at the end of that same day having accomplished everything as if your day has gone perfectly. Then use this to complete the following blueprint you are about to implement. Any time you feel like your day is spinning out of control, pull out your blueprint, review it and make sure what you are currently doing is getting you closer to the perfect day you have envisioned. This will help you stay focused and on track.

Chapter Two - The Blue Print

The following is the best tool I have been able to put together to focus you on your goals and help you to plan your day and life around your goals to get you where you want to go.

The blue print workbook is split up into 3 sections, or tabs as they are called in an excel workbook, and they all build on each other.

- The first tab is your Daily Blue Print
- The second tab is your Goals Page
- The third tab is your Accomplishments Page



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Priorities Management

These 3 sections all work together to help you focus on what you want and what you are going to do to get there.

The Daily Blue Print is the first tab because this is the one you will access and make changes to most often, but everything originates from the Goals Page so that is where you will begin.

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Date: _____

Priorities: (To Do) _____

Batched Items: (Activities To Do in Groups) _____

Projects: _____

Time Wasters: (Not To Do) _____

Schedule:

6:00 AM	1:00 PM
6:30 AM	1:30 PM
7:00 AM	2:00 PM
7:30 AM	2:30 PM
8:00 AM	3:00 PM
8:30 AM	3:30 PM
9:00 AM	4:00 PM
9:30 AM	4:30 PM
10:00 AM	5:00 PM
10:30 AM	5:30 PM
11:00 AM	6:00 PM
11:30 AM	6:30 PM
12:00 PM	7:00 PM
12:30 PM	7:30 PM

5 Minute List: _____

Notes: _____

End of Day Review

What Worked: _____

What Didn't: _____

Productivity Ideas: _____

The Daily Blueprint

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Daily Goals _____

1 Year Goals _____

Weekly Goals _____

Monthly Goals _____

5 Year Goals _____

The Goals Page

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Today _____

This Week _____

This Month _____

Longterm _____

This Year _____

The Accomplishments Page

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Chapter Three – The Goals Page

The Goals Page is the most important part of your new workbook for the following reasons:

- Everything else in the workbook stems from what is on this page
- Just the act of putting your goals down on paper will cause a massive change in your life
- You will be reviewing and speaking what is on this page on a daily basis

There are 5 sections to the Goals Page that need to be filled out completely. Start with your 5 year goals and then work backwards. I will cover some tips and exercises to help you write down your Goals in chapter 7, but for now take a few minutes and jot down where you would like to see yourself in 5 years. If you have your 5 year Goals in writing already you are ahead of 95% of the population.

- **Step 1:** Once you have filled in exactly what your life will look like 5 years from today you will use that information to work backwards and complete the rest of the page.
- **Step 2:** Move from the 5 Year Goals section to the 1 year Goals section. Write in this section what you will need to accomplish in 1 year, and what your life will look like 1 year from today to be on track to meet your 5 year Goals 5 years from now.
- **Step 3:** Using the information from your 1 year Goals section, move to the Monthly Goals section and write down all of the activities and Goals you will need to meet on a monthly basis, every month, for the next 12 months to meet all of the Goals written in your 1 year Goals section.
- **Step 4:** Move to the weekly Goals section and write down the weekly activities and actions you need to perform on a weekly basis to accomplish and complete all of your monthly Goals.
- **Step 5:** In this last step move to the Daily Goals section and write down all of the daily activities and actions you need to complete to make sure you accomplish all of the Goals written down in your Weekly Goals section. (see following examples)

- Examples

- Daily: Take vitamins, Drink 10 glasses of water, Workout, Prospect, Etc.
- Weekly: 10 Meetings, Read, Networking Events, [Internet Presence](#), Etc.
- Monthly: 15 new business contacts, 4 deals closed, 5 meetings, Etc.
- 1 Year: Run a marathon, 150 new business contacts
- 5 Year: Do a triathlon, Have 1 Million in the bank, 2 Million net worth

- Examples of Action items and activities to add

- Act Optimization
- Client Referrals
- Integrate Priorities Management
- Monthly Newsletter
- Email Integration
- Quarterly Events (parties, movies, sporting events)
- Automated Processes
- Annual Reviews
- Flow chart all processes
- Post Purchase and Event Surveys
- Track sales and event attendees
- Weekly Phone Calls (10 per week)
- Gifts to people that send referrals
- Seminars
- Referral Partners
- Associations
- 10 Calls per week
- Current Contacts
- All follow up automated
- Press Releases
- Brochures
- Newspapers
- Monthly Budget Reviews
- Radio Interviews
- Public Records
- Workshop Info
- New Business Filings
- Networking Send Free Items of Value
- [Internet Presence](#)
- Advertising
- Online Ads
- Ad Words

Priorities Management

- E-Newsletters
- Voice Broadcasting
- Conference Calls with partners
- Chambers of Commerce
- Email Follow Up Responders
- Master Builders
- Online Training
- Board of Realtors
- Powerpoints
- Rotary
- Conference Calls
- Le Tip
- Webinars
- Associations
- Web Site With Links
- Print on demand
- Outside sales guy
- Events
- Workshops
- Biznik / MeetUp Meetings
- Trade Shows / Booths
- Affiliates and Revenue Sharing
- Fundraising
- ClickBank, CJ, Click2Sell
- Other Internet Marketers
- Email Lists
- Schools
- Telemarketers
- Optimize Search Results

Chapter Four – The Daily Blueprint

The Daily Blueprint is much like a daily calendar with some significant differences:


- It is split up into 11 different sections
- It revolves around your Goals Page
- It helps you get better at using it and to be more productive on a daily basis
- It helps you to actually make appointments with yourself, not just other people and companies

The 11 sections in the Daily Blueprint are explained below, what they are and how to use them.

The Date:	Today's date
Priorities:	Your priorities for the day
Projects:	Projects you need to keep in front of you
Schedule:	Blocking out time for appointments and activities
Batched Items:	Tasks you can combine to avoid interruptions, (email, phone calls, Internet)
Time Wasters:	Small talk, errands, losing focus, TV, anything that interrupts your daily plan
5 Minute List:	Items you can accomplish in a couple minutes, when you find extra time
Notes:	A place to jot down items you don't want to forget
What Worked:	Always review at the end of the day what worked well
What Didn't:	Just as important, review at the end of the day what didn't work well
Productivity Ideas:	Make notes of activities or actions from the day that were especially productive

As you learn to use your daily blueprint, you will discover what activities and actions are the most productive for you, and what your real time wasters are during the day. When you are filling out your daily blueprint pay careful attention to everything you are blocking out time for and if there is anything that is taking up time in your schedule that doesn't directly relate to one of your Goals from your Goals Page, get rid of it. Be sure to always fill your schedule in with the items from your daily and weekly Goals sections before you start filling in your schedule with appointments for and with other people.

The Daily Blueprint

Denny Andrews Consulting 

Date: _____

Priorities: (To Do) _____

Batched Items: (Activities To Do In Groups) _____

Projects: _____

Time Wasters: (Not To Do) _____

Schedule:

6:00 AM	_____	1:00 PM	_____
6:30 AM	_____	1:30 PM	_____
7:00 AM	_____	2:00 PM	_____
7:30 AM	_____	2:30 PM	_____
8:00 AM	_____	3:00 PM	_____
8:30 AM	_____	3:30 PM	_____
9:00 AM	_____	4:00 PM	_____
9:30 AM	_____	4:30 PM	_____
10:00 AM	_____	5:00 PM	_____
10:30 AM	_____	5:30 PM	_____
11:00 AM	_____	6:00 PM	_____
11:30 AM	_____	6:30 PM	_____
12:00 PM	_____	7:00 PM	_____
12:30 PM	_____	7:30 PM	_____

5 Minute List: _____

Notes: _____

End of Day Review

What Worked: _____

What Didn't: _____

Productivity Ideas: _____

Chapter Five – The Accomplishments Page

The Accomplishments Page is a very important page for the following reasons:

- It forces you to review your Goals Page
- It helps you track your progress towards your Goals
- It shows you that you are getting closer to your Goals everyday
- It gives you a positive boost every time you review it

Every time you complete a goal or an action that you have on your Goals Page, copy and paste it from your Goals Page to your Accomplishments Page. This very important step will help you realize your goals and watch your progress. Most people remember their difficulties and failures, but forget their triumphs and accomplishments. When I am conducting a workshop and ask the question, “ Who can tell me what your biggest setback was last week?”, every hand goes up. However when I ask, “What was your biggest accomplishment last week?”, no hands go up. Everyone has to really think about this last question. Once we have a success or achieve a goal, it’s easy to put it behind us and look to the next problem or difficulty. Keeping an ongoing list of accomplishments gives you place to go where you can review these and remind yourself that you are making progress and moving towards your goals no matter how small the accomplishments may seem at the time. Anytime you have one of those days or moments that makes you feel like you’re not getting anywhere, just spinning your wheels, open up your daily blueprint and turn to your Accomplishments Page. This will not only prove to you that you are making progress, but it will inspire you to keep going.

Chapter Six – Bringing It All Together

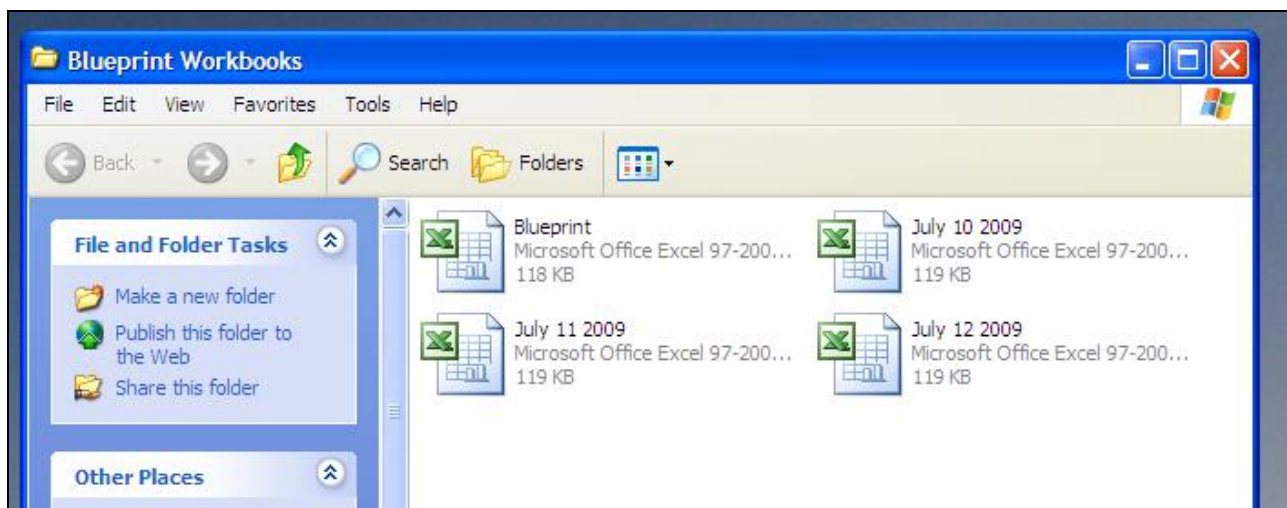
Now that you have your Goals Page completed and understand the importance of using it to plan out your daily blueprint and to move your completed Goals to your Accomplishments Page, let's walk through a super productive day using your Priorities Management System.

Setup

Create a folder on your desktop so that it is easy to get to and save the Priorities Management Workbook in the folder.



Now open the workbook and do a, save as, and save it as today's date. As you continue to use the system you will be doing a, save as, everyday and creating a new workbook for everyday of the year.



Morning

- Open up your Priorities Management Workbook for today.
- Take 5 minutes to read through your Accomplishments Page to start your day on a positive note and to remind yourself of all the Goals that are now completed and behind you. It also helps you to realize all of the progress you are making towards your 5 year Goals.
- Read through your Goals Page. Just the single exercise of reading your Goals every morning will make a positive change in your attitude, your life, and the speed at which you achieve them.
- If you really want to add speed to the time with which it will take you to meet your goals, try reading them out loud every morning. Read them in the present tense as if they have already occurred. This is what is meant by stating affirmations and it is extremely powerful.
- Go to your daily Blueprint and look at your time blocking and events for the day. Make sure every single thing on your daily blueprint is directly related to one of your Goals from your Goals Page and if an item isn't, ask yourself why you are devoting time to it, then delete it.

Daily

- Use your daily blueprint just as you would a daily calendar and to do list. Review it throughout the day to make sure you are keeping all of your appointments, especially the ones you have made with yourself.
- Fill in all of the sections of the Blueprint throughout the day, keeping notes on what's working, what isn't working, what items can be batched, what are time wasters, and what activities are making you especially productive. Completing this on a daily basis will help you to become more and more productive everyday and teach you how to best manage your priorities. This is an ongoing process, that with a little discipline, will eventually become a habit, a habit that will change your productivity, your outlook on life, and your very life itself.

End of Day

- Sit down at the end of your day and review your daily Blueprint. Add final notes in the what worked and what didn't work section of the page.
- Take an overview and make sure you completed every activity and action you had scheduled.
- Review your Goals page one last time for the day.
- Copy and paste any completed Goals from your Goals Page to your Accomplishments Page. As you learn to incorporate this system you will find this is one of the things you look forward to the most.
- Do a, save as, and save the workbook as tomorrows date.
- Go to the Blueprint page and set your schedule for tomorrow. Don't forget to erase the what worked and what didn't sections as those will be filled in with new notes at the end of tomorrow.
- Save the workbook and get ready to open it and start over first thing tomorrow morning.

This will not be easy, especially in the beginning, as any change is difficult, but especially one that changes the very way you manage your day and yourself.

The following chapters have been added to help you get your Goals down in writing and give you some exercises to help keep you focused while you are incorporating this new system into your life.

Chapter Seven - Goal Setting Tips

Whatever the Mind can Conceive and Believe, it will achieve.

There are 2 types of Goals:

- Goals that are stepping stones to get you to your ultimate goals
- Goals that provide a deep personal sense of significance

What is your passion? purpose?

What would give you a deep sense of contentment?

What are the desires of your heart?

There are 5 areas of your life that you need to be intentional about and setting goals will help you accomplish this. Describe in present tense your perfect life in all areas:

- Spiritual and Ethical
- Family and Home
- Financial and Career
- Business and Legacy
- Personal Relationships

Always set your goals and speak to yourself in the positive. Your mind doesn't understand negative speak, so when you tell yourself I won't eat garbage, it hears eat garbage. You need to say it in the positive, I will eat healthy, not I won't eat poorly. Your subconscious mind is a very efficient tool, but it can't determine right from wrong and it does not judge. It's only function is to carry out its instructions. The more positive instructions you give it, the more positive results you will get.

You need to change your scripting, change what you say to yourself.

You can make an action a habit in 21 days.

(Like using your daily Blueprint, monitoring goal progress or making daily affirmations)

You become what you have in your mind and think about most.

You have 250,000 fleeting thoughts a day in your left brain or conscious mind, your right brain or subconscious mind is asking, what do you want?

Unless you are specific in writing and what you speak, your brain can't tell which thoughts are fleeting and which ones it needs to really consider and work on.

When you read your goals out loud 5 to 10 times a day, your right brain says, "OH! OK! Now I know what it is you want in your life", and starts working overtime to help you achieve what you want. It's sole function is to deliver to you what your left brain or conscious mind conveys it wants.

Something happens when we write things down. Nobody could build a computer more powerful or more capable to give you everything you want for your life than your brain. Make sure the software you put in your brain is perfectly clear.

Daily Affirmations are very important. Look at your Goals Page and read them out loud every morning and every evening.

Put An MGM Movie Studio In Your Head! Sentences can immediately bring pictures to your mind. The brain thinks in pictures. An understanding of this is important when reaching goals.

Once again we are giving the subconscious mind a detailed set of instructions to work on. The more information you give it, the more clear the final outcome becomes. The more precise the outcome, the more efficient the subconscious mind can become.

Instead of writing, "A new home," write "A 4,000 square foot contemporary home with 4 bedrooms and 3 bathrooms with a view of the mountains on a half acre of land on lake Washington with a private dock, a swimming pool and a seaplane in a hanger."

Your subconscious mind will always try to bring you to what it sees as normal for you. We are not programmed to embrace change. Why do you think so many people never make any significant changes in:

- Their lives
- The amount of their Incomes
- Their Net Worth
- Their Personal relationships
- Their Family relationships
- Their Health

Every time they try to make a change, their subconscious keeps bringing them back to what it sees as normal for them. They are constantly working against their subconscious mind with their conscious one and they can't win because the subconscious mind works 24 hours a day, even when they are sleeping. The conscious mind only works when you are consciously thinking about what it is you want to accomplish, and how often do you really have the chance to do that?

The trick is to picture, so vividly in your mind what you want as if it is already your reality, so that you can make your subconscious mind believe that this is what is normal for you.

Your subconscious will start working with you instead of against you, to get you there. It will work 24 hours a day, 7 days a week, while you are awake or sleeping.

Opportunities that have been there all the time, that you have been missing, will start popping up in front of you like magic, like blinding flashes of the obvious.

There are some tips that will help multiply the speed at which you achieve your goals:

Use pictures, pictures of what you want will help you to communicate with your subconscious

Affirmations are extremely powerful.

Repeating out loud with conviction, "I am a calm, peaceful and happy person", has been proven to help lower stress levels and even reduce blood pressure.

Attitude is the most important decision you will make today and everyday.

The more positive your attitude, the higher your chance to overcome obstacles, and make progress towards your Goals.

At any given moment you feel the way you do because of the types of thoughts that you have on your mind. You can control the thoughts you have on your mind, which means at any given moment you can control how you feel.

Think about this, if you had intentionally set goals 5 years ago, how would your life be different right now?

Visualize the life want as vividly as you can:

- What it looks like
- Sounds like
- Smells like
- Tastes like
- How you feel
- The emotions it gives you
- How it makes other people feel when they are around you

There are lots of reasons people don't set goals:

- They are bored with life and they don't get up with a burning desire to achieve
- They have never set goals or enough meaningful ones in the past
- FEAR
 - Fear of failure
 - False Evidence Appearing Real
 - Fear of rejection
 - Fools Easily Accept Rejection
- Poor self image
- Shows peoples biggest weaknesses

No one can go back and make a brand new start, but anyone can start today and make a brand new ending.

Get a clear mental picture of the goal already accomplished. Make the mental image crystal clear, vivid in the mind's eye. Play that picture over and over in your mind.

Develop a desire to achieve the goal. The desire must be intense. How do you intensify desire? Sit down and write out all the benefits and advantages to your life of achieving your goal. Once the list gets between 50 and 100, your goal becomes unstoppable.

Chapter Eight – Additional Exercises

Because we are so busy, sometimes we lose sight of our calendars and search for anything that might help us get a handle on our day and what we can accomplish during our 24 hours. Here are some exercises that will also help you when you are completely strapped for time.

The Vacation Exercise: One tool that works well is the Vacation Exercise. Just pause for a minute in the middle of the day and think about going on vacation. How productive are you the day or two before you leave? Everything you have been putting off gets done. Every day you take a minute or two and put yourself in that mode of pretending you are leaving the next day for a three-week vacation, what you need to take care of becomes clear. What gets done? The important stuff, after doing this consistently, you can see how much more of the important stuff gets done and how much of the unimportant stuff you are able to avoid.

The Not-To-Do List: Many times you become so overwhelmed that there seems to be no end in sight. There are so many things on your to-do list that you have to take the opposite approach. Sit down and made a list of everything you have to do during the day that don't improve your relationships, directly bring in business, or get you closer to your goals. This becomes your "Not-To-Do List," and this is stuff you now either hire someone else to do, or things you only do when all of your real priorities have been handled. Keeping a running list of "Not-To-Do" items helps you focus on what is important. Just the process of being aware and looking for these items helps you clean up your day.

Clear the Clutter, A B C D: Often it isn't just your to-do list that becomes overwhelming by the magnitude of it all, it is your mind as well. You need to clear the clutter from your mind. You know your mind and thoughts are the most important real estate there is and usually the last things you would protect. You need to begin to do the "A, B, C, D test" on every thought that tries to enter.

A - Ask yourself: Is there any point to this thought? Does this even deserve my attention? If no, dump it. If yes, go to B.

B - Is this even any of my business? If no, dump it. If yes, go to C.

C - Do I have any control over this matter? If no, dump it. If yes, go to D.

D - Am I really going to do something with or about this? If no, dump it. If the answer is yes, then this is a thought that is worthy of your attention.

You will find that this skill is much easier said than done, but with practice, it will make a huge difference in your ability to concentrate on what's important.

The 4 D's: Monitor your inboxes, on your desk, your mail, email, and voicemail. It will quickly become apparent that anything that doesn't get handled immediately often doesn't get handled at all. It is impossible to remember every detail or even the big things when you have a thousand things going. There is a concept known as "psychic tension." It refers to the many, sometimes hundreds, of thoughts we have running through our heads all the time, thoughts that on occasion keep us up at night. Anytime we need to remember something, our brains fire off impulses to hang onto that memory. The more we put things off, the more memory is required and the more our brains keep firing off impulses. This is probably one of the most common causes of sleepless nights and waking up in the middle of the night for no apparent reason. Many people struggle with this often and even more during particularly stressful periods.

Anytime something comes to your attention, you need to handle it immediately in one of four ways:

1. **Do it.** Do it now and be done with it.
2. **Delegate it.** Direct someone else to take care of it with a deadline.
3. **Designate it.** Add it to the schedule for later, but put it down.
4. **Dump it.** Admit that it isn't important and toss it!

Only touch things once, after you learn to do this, you can reduce your psychic tension, or the need for your brain to keep firing impulses over and over, and dramatically relieve the stress and anxiety you feel.

The Timing Question: In the middle of a typical workday, all of the constant interruptions and to-do items seem incredibly important, at least at that moment. An exercise that you can learn to practice will help keep things in perspective about their actual effect on your future. Everything you do seems vitally important to you at the time, but in reality, 80 percent of what you do is not vitally important in the long run.

A good way to keep things in perspective is to try the following series of questions. How is this decision going to affect me and my life in the next.....

- Ten Minutes?
- Ten Weeks?
- Ten Months?
- Ten Years?

It takes practice, but this was an excellent way to keep things in perspective, no matter what kind of pressure or stress you are going through at the time.

You will find there is no magic bullet for getting a handle on time and priorities. It takes working through a series of systems and exercises to find what will work best for you.

Download The Blueprint Workbook By Clicking Below

<http://www.dennyandrewsconsulting.com/workshopsandmaterials/prioritiesmanagement.html>

Now that you can budget and block the time you need to accomplish any Goal you have your next E-Book to study and incorporate into your life:

Master Your Internet Presence

This will give you the tools and tips to accomplish virtually any Internet Goals you have and even help you with those Goals that are offline too!!

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