

SereneScene

Magazine For Long Term Healthy Lifestyles of Recovery

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The Gooden Center

By Andrew Martin

MBA, CADDC II, SAP, CA-CCS

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Effective Time Management for High Achievers, Part 5



By Andrew T. Martin, MBA, CADC II, SAP, CA-CCS

Chapter 6: Prioritize

Congratulations on successfully integrating basic time management for high achievers into your life. It is now time to learn advanced techniques and skills that will boost your time management efficiency even further.

This is the first stage of advanced time management. You should be a master of the previous steps before proceeding. If you are uncomfortable with any of the prior steps, please practice those steps first until proceeding with this chapter. It will not help your time management effort to proceed with this chapter if you are not a master of the basic time management steps. You are not expected to have developed any time management habits as yet; however if you are not practicing the processes as described in this time management program the remaining chapters of this guide will not benefit you.

Prioritization is a tool used to help manage tasks within your schedule. Correctly prioritizing work allows you to efficiently handle the most important tasks for your career and personal life. Effectively prioritizing tasks will also eliminate many tasks that you simply do not need to perform because they are not important to your goals. A high achiever with excellent prioritization skills will become a star performer for any organization because their time is spent on the important issues, not the routine busy work. Furthermore, those same prioritization skills will simultaneously allow the high achiever to create a fulfilling personal life.

Supplies Needed

- Organization's mission statement, vision statement, value statement, or other materials that clarify the important drivers for the high achiever's business affairs
- Job description
- Personal mission statement, vision statement, value statement, or other materials that clarify the

important drivers for the high achiever's personal affairs

Process for Business Affairs

1. Develop a reference tool for your organization's priorities. This list should be generated from the mission statement, vision statement, value statement, or any other materials used to clarify the important drivers for the organization. If your organization does not have these tools, set up a meeting with your organization's President/CEO to get the information directly from top management. Do not get the information from anyone other than the highest level of top management accessible.
2. Cross-reference the list of your organization's priorities with your job description. Develop a new list of primary job duties that are directly linked to your organization's priorities. The first item should be the most important factor. This new list is how you directly impact your organization's future and performance. If you excel at these items, you will be a star performer. Develop a list of primary job duties that you can refer to on a daily basis when making decisions on which tasks are most important to your performance and your organization's performance.
3. Cross-reference the list of primary job duties with your personal mission statement, vision statement, or value statement. These lists should match closely: if not, it may be time to consider another career path. High achievers can only truly excel if they believe in what they are working for.
4. After you have a comprehensive list of priorities, develop a refined list and publish it in a document that you can display at your desk, and take with you on business trips. Be creative and make something you are proud to display. Business card sized priority lists are terrific tools for the high achiever. Other ideas include mouse pads, screen savers, posters, desk pads, note pads, magnets, etc. The idea is to keep your personalized set of priorities in front of you at all times.
5. Use the list when you are scheduling tasks. Run through the list from top to bottom. Schedule those tasks that fit within priority #1 first, and then continue through the list scheduling items appropriately with their priority. This process will ensure

that the top priority items are never overlooked.

6. Tasks that do not correlate with any of the priority items are probably unimportant. Make a decision to delegate them or throw them away. It is not worth your time to invest in any task that is not related to your personalized priorities. If you feel you must address the task, although it is not related to your primary job duties, clarify with your supervisor that the task should be your responsibility and confirm the priority for the task to be completed. In this way, you are effectively amending the task into your priority list. Be sure to update your priority list as things change.

This prioritization tool will feel strange at first, but will quickly grow into a habit. Everyone around you will notice an improvement in efficiency and performance.

Process for Personal Affairs

1. Develop a reference tool for your personal priorities. This list should be generated from the mission statement, vision statement, value statement, or any other materials used to clarify the important drivers for your personal affairs. If you do not have these tools, set up a meeting with your family and talk about what factors are most important in family life. Clarify the expectations that each family member has of one another. Decide, as a family, how everyone will behave in order to achieve their desires within the family. If your family is willing, conduct a complete Life Planning Session that is discussed in detail in another of my publications.
2. Develop a list of primary personal duties that are directly linked to your family's priorities. The first item should be the most important factor. This list is how you directly impact your family's future and happiness. Develop a list of primary family duties that you can refer to on a daily basis when making decisions on which tasks are most important to your family.
3. After you have a comprehensive list of priorities, develop a refined list and publish it in a document that you can display at your desk, at home, and take with you at all times. Be creative and make something you are proud to display. Business card sized priority lists are terrific tools for the high achiever.

The idea is to keep your personalized set of priorities in front of you at all times.

4. Use the list when you are scheduling tasks. Run through the list from top to bottom. Schedule those tasks that fit within priority #1 first, and then continue through the list scheduling items appropriately with their priority. This process will ensure that the top priority items are never overlooked.
5. Tasks that do not correlate with any of the priority items are probably unimportant. Make a decision to delegate them or throw them away. It is not worth your time to invest in any task that is not related to your personalized priorities. If you feel you must address the task, although it is not related to your primary family duties, clarify with your family that the task should be your responsibility and confirm the priority for the task to be completed. In this way, you are effectively amending the task into your priority list. Be sure to update your priority list as things change.

This prioritization tool will feel strange at first, but will quickly grow into a habit. Your family will notice increased involvement from you and a more fulfilling family life.

At times the high achiever can feel overwhelmed with requests from business and/or personal obligations. It is during these times that time management efforts must be maintained at their most efficient. This can be extremely difficult because periods of overwhelm tend to create frantic thinking and difficulty in prioritizing. However, there is a brief tool that will help the high achiever prioritize tasks so they can be scheduled appropriately. The tool is called The Prioritization Tree.

The Prioritization Tree is designed to minimize uncertainty when multiple factors seemingly carry the same importance. Clarity is achieved by eliminating multiple factor decisions down to just one simple decision between any two items on the factor list, no matter how large the list.

Here is an example of a completed prioritization tree. A blank prioritization tree is included on the following page.



Andrew Martin began his entrepreneurial approach to business in 1982 at the age of fifteen. Throughout his career, Andrew has fulfilled his duties as a senior executive in viable business ventures in various industries including; health care, sound reinforcement and lighting, electrical safety equipment, commercial catering, specialty metal shapes manufacturing, and the entertainment overhead suspension industry.

Andrew's current business efforts are encompassed by Serene Recovery Network, a group of branded organizations with a common vision of helping people in early recovery to help themselves to a long-term rewarding quality of life without addiction. The individual businesses include Serene Connections, a publishing and professional educational conference production company catering to the field of addiction treatment: The Evolution of Addiction Treatment is the flagship conference. Serene Directory, an online directory of professionals and organizations affiliated with the treatment of addiction. Serene Foundation, a micro loan lender providing funding for the continuum of addiction care. Serene Scene Magazine, a publication promoting long-term healthy lifestyles of recovery. Andrew Serene Institute providing educational opportunities to professionals.

Andrew has authored many articles related to addiction treatment, health care agency productivity, industry specialties, as well as business approach and leadership and has been published in Serene Scene Magazine, Behavioral Health, Freedom Newspaper, Sound & Video Contractor, Western Wall and Ceiling Contractors Association Bulletin, Connections Magazine (Australia), dB Magazine, EQ, Lighting & Sound International (Canada), Sound & Communications, Live Sound International (UK), Recording-Engineering-Production. Additionally, many patents and trademarks have been awarded to Andrew Martin for various business related products, brand names, and service marks.

Andrew is also very active on boards related to the treatment of addiction. Andrew also keynotes for many organizations and speaks internationally on many topics relating to the treatment of addiction.

Example:

Factors	Priority
A <i>make deposit at the bank</i>	
B <i>schedule the project</i>	
C <i>read the mail</i>	
D <i>pay the bills</i>	

What is more important: [Read factor A] or [Read factor B]? (circle the answer)

What is more important: make a deposit at the bank or schedule the project?

Factor A is more important than Factor B, so A is circled on the tree

What is more important: [Read factor A] or [Read factor C]? (circle the answer)

What is more important: make a deposit at the bank or read the mail?

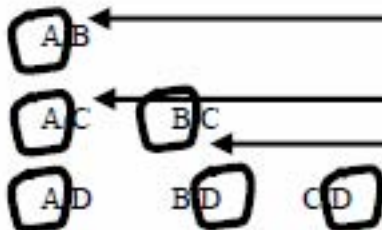
Factor A is more important than Factor C, so A is circled on the tree

What is more important: [Read factor B] or [Read factor C]? (circle the answer)

What is more important: schedule the project or pay the bills?

Factor B is more important than Factor C, so B is circled on the tree

Continue for each decision point, and circle the answer. Read the factors aloud each time.



Once all the factors have been read aloud and a decision has been made between all, total up the letters representing the factors.

A	B	C	D
3	1	0	2

Sort Factors from highest score to lowest score:

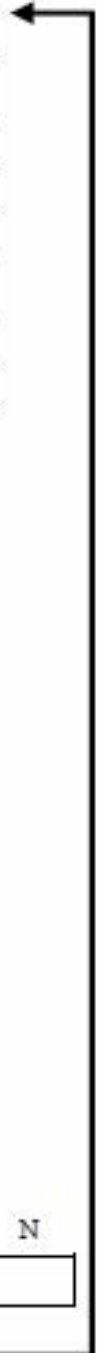
A	D	B	C
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Insert priority into Factors table:

Factors	Priority
A <i>make deposit at the bank</i>	1st
B <i>schedule the project</i>	3rd
C <i>read the mail</i>	4th
D <i>pay the bills</i>	2nd

Prioritization Tree Worksheet

Factors		Priority
A		
B		
C		
D		
E		
F		
G		
H		
I		
J		
K		
L		
M		
N		



A/B

A/C B/C

A/D B/D C/D

A/E B/E C/E D/E

A/F B/F C/F D/F E/F

A/G B/G C/G D/G E/G F/G

A/H B/H C/H D/H E/H F/H G/H

A/I B/I C/I D/I E/I F/I G/I H/I

A/J B/J C/J D/J E/J F/J G/J H/J I/J

A/K B/K C/K D/K E/K F/K G/K H/K I/K J/K

A/L B/L C/L D/L E/L F/L G/L H/L I/L J/L K/L

A/M B/M C/M D/M E/M F/M G/M H/M I/M J/M K/M L/M

A/N B/N C/N D/N E/N F/N G/N H/N I/N J/N K/N L/N M/N

Totals:

A	B	C	D	E	F	G	H	I	J	K	L	M	N

Sort factors from highest to lowest score and insert factor priority here