



## MODULE 4: PRIORITY MANAGEMENT

LINK TO YOUR VIDEO: <https://youtu.be/t2jT4Nt6gzs>

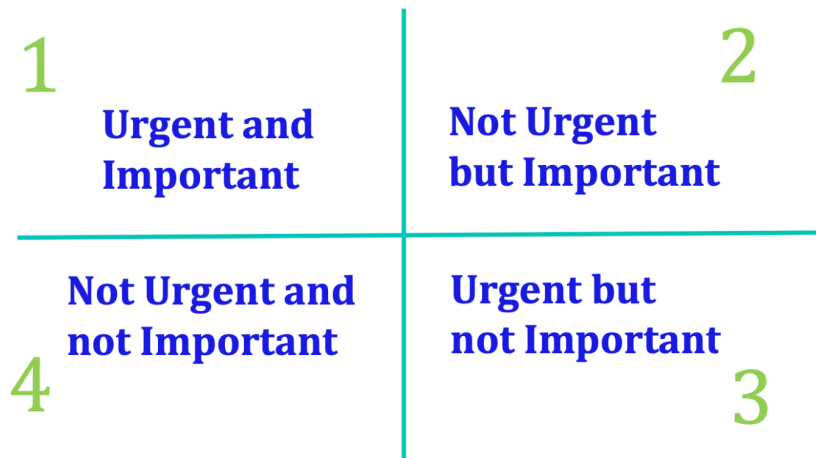
As a new leader, your priorities are shifting now. Before, you were responsible for yourself, and now you have a team that you are taking care of. They need you to prioritize THEM!

In the video lesson, talked about priority management CHALLENGES.

- What are some of the challenges you are facing with managing priorities, and **PRIORITIZING** your work as a leader?
- How would you describe your ability to Say “yes” to the things that matter and “no” to the things that are not on your priority list.?
- Where have you been trying to “multi-task”?

## Topic: Priority Management

### Time Matrix



**EXERCISE:** Take some time to review your calendar over the past week. Write down what activities fit in each of the Time Matrix Quadrants:

Quadrant 1:

Quadrant 2:

Quadrant 3:

Quadrant 4:

- What do you notice about where you've been spending your time?
- What change needs to happen?
- What do you need to say NO to?

**\*\*\*\*\*CHALLENGE: Get a Calendar or Notebook to start tracking your priorities. At the top, put "BIG ROCKS" and each week, identify the top 3 priorities you MUST accomplish.**

**Comments:**