



HIGH ACHIEVER'S

Network

PRESENTS

HOW TO BE PROACTIVE IN A REACTIVE WORLD

FEATURING

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How to be Proactive in a Reactive World

Value Statement:

Wisdom is:



Reactive

Vs.

Proactive

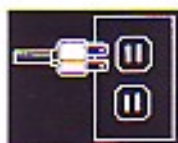


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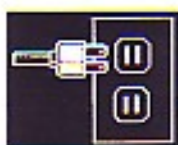
AHAAs



WOWs



AHAAs



WOWs



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"My Highest Priorities"

Value Statement:



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Priority:

Ideal Behavior Statement:

Priority:

Ideal Behavior Statement:



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Formula for Effective Daily Planning...

1. Select an environment free from distractions
2. Review priorities and goals ("my highest priorities")
3. Review prior days prioritized task list
4. Review previous days notes page
5. Look over today's pre-scheduled events and appointments
6. Go over the master monthly list for specific activities to bring forward
7. Create today's daily task list
8. Bring the details from the month at a glance to daily appointment schedules
9. Look over next few days schedule to see what needs to be prepared
10. Prioritized the daily task list using the A B C method



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A

B

C

Remember!

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The tyranny of the urgent:

Urgency engulfs the [time] manager; yet the most urgent task is not always the most important. The tyranny of the urgent lies in its distortion of priorities...One of the measures of a manager is [the] ability to distinguish the important from the urgent, to refuse to be tyrannized by the urgent, to refuse to be managed by crisis.

R. Alec Mackenzie
The Time Trap



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