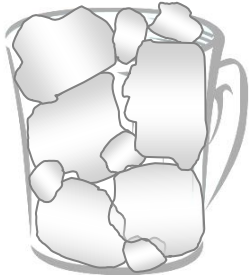




Big Rocks and Little Rocks Priority Management Exercise

Motivate Yourself Now



THE STORY: A teacher is addressing his class. He fills a jug with big rocks and asks the class if it's full. The class responds with a "Yes". So, he adds pebbles to the jug. He asks again if the jug is full, and again the class responds, "Yes". He says "No" and now adds sand to the jug.

The sand and the pebbles represent the small daily tasks we fill our lives with. If we don't fit our big rocks in first, our lives will fill with only sand and pebbles. BUT if we start with our big rocks, we create room for what's important in life - and the sand and pebbles can only fill the spaces *in between*.

INSTRUCTIONS: This exercise helps you align how you spend your time with your "real" priorities, your "Big Rocks". Start by answering the questions below, then TURN OVER to fill in your big rocks and then complete the final page to see what changes you'll make from what you have learned.

Part 1: Current Time and Priorities Review

1. Where or on what do you **currently spend most of your time?** (Make a list of whatever jumps into your mind)

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____

2. What's the **ONE biggest, unwanted thing that ZAPS your time** at present? _____
(We're looking for an unwelcome time-zapper here - not things that are a wanted or necessary part of your life)

3. **What NEEDS to change?** _____

4. Take a few moments to really think about what's TRULY important to you in your life.

What are your Top 3 Priorities in life? (Make a list of whatever pops into your mind)

- i. _____
- ii. _____
- iii. _____

5. What **one thing is MOST IMPORTANT to you right now?** _____

Please turn over to identify and prioritise your rocks.



Big Rocks and Little Rocks Priority Management Exercise

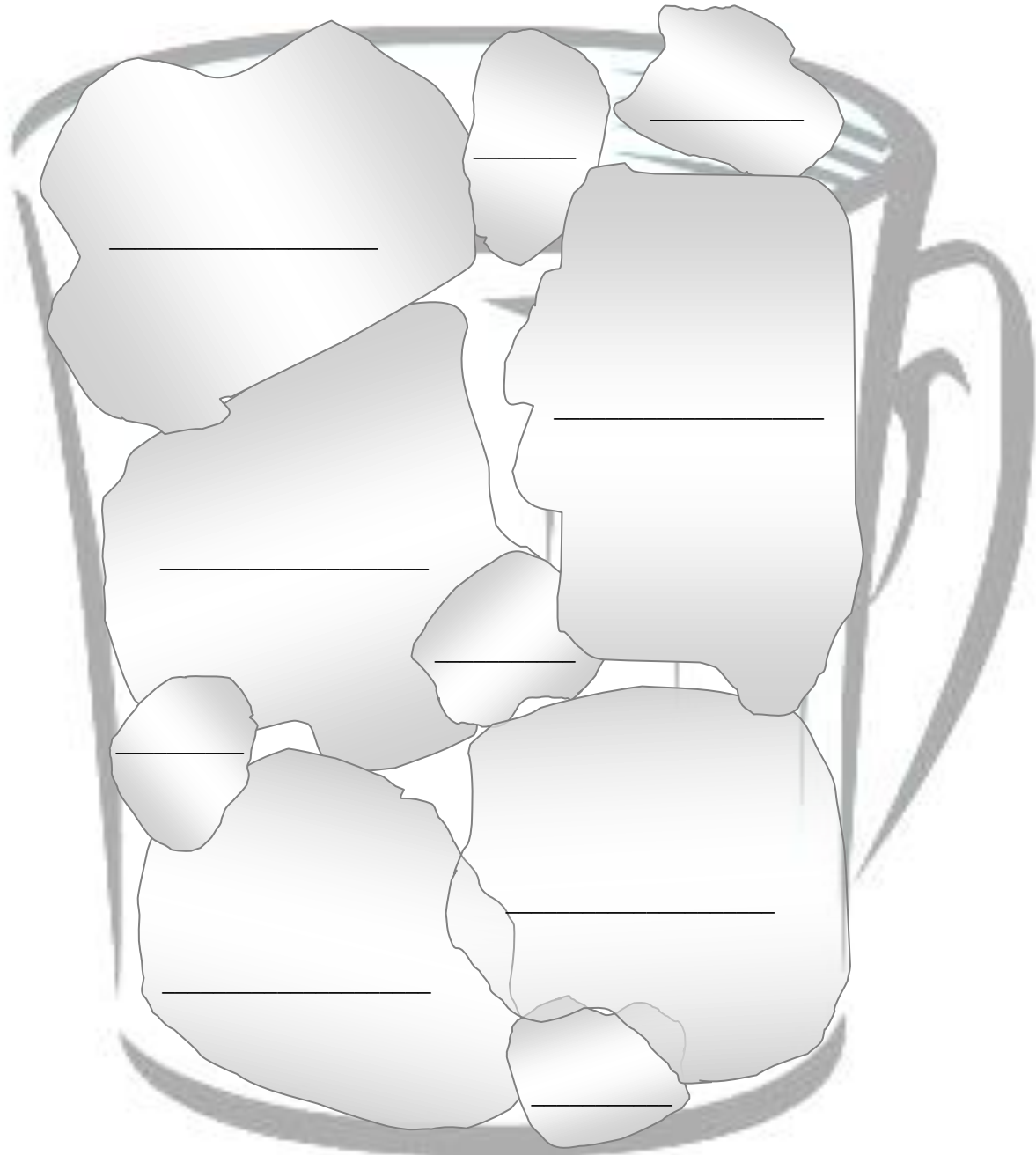
Motivate Yourself Now

Part 2: Identify & Prioritise Your Rocks!

INSTRUCTIONS

- i. Using the story we started with as your guide, write your KEY priorities/activities on the biggest rocks below.
NOTE: Think carefully. What are your real "Big Rocks" in life right now? What's most important to you in life?
- ii. Now fill in the smaller rocks - your pebbles - with your next (lower) level priorities/activities.
- iii. Then, in the tiny gaps between the rocks, write your lowest priorities/activities.
- iv. Finally, add a priority to your "Big Rocks" from 1 to 5.

Why not try using this tool regularly to visually prioritise your week/month and ensure you schedule your "Big Rocks" first!



Turn over to decide what changes you will make from what you have learned about yourself.



Big Rocks and Little Rocks Priority Management Exercise

Motivate Yourself Now

Part 3: Review your Learnings & Take Action

1. How does where you currently spend your time compare to your "Big Rocks" - your REAL priorities?

2. What does this tell you? _____

What Needs to Change?

3. What *could* you do differently? _____

4. What is the EASIEST change/s you could make to prioritise your time better?

5. What are you WILLING to change to prioritise your time better?

6. Smash those Obstacles: What could get in the way? If you were going to sabotage yourself how would you do it?

What will you Commit to?

7. What WILL you change or do differently? Take a look at the entire worksheet and identify 3 actions you will take to focus on your BIG ROCKS in life:

1st Action _____ By when _____

2nd Action _____ By when _____

3rd Action _____ By when _____

Now copy these out on *post-it notes* and stick them in your car, wallet, locker, fridge door, desk drawer or *any place where you will see them often.*

8. I am committed to achieving these 3 actions:

Signed _____

Date _____



To wrap-up, what is the BIGGEST thing you learned about yourself from doing this exercise?

"How you spend your time is more important than how you spend your money. Money mistakes can be corrected, but time is gone forever." David Norris