

## PRIORITISING AND PLANNING

### Thinking Agility Exercise 5

#### 5 minute exercise: Helping you with prioritising and planning

*You get what you focus on.*

What are you focusing on today?

Time and time again we have seen that people's best ideas do not come from the thoughts that initially sprung to mind but come from the middle and towards the end of their thinking. You may have a belief that you are not a 'creative' person. In reality, you can easily prove this belief wrong by stretching your thinking, to generate as many possibilities as possible. Using this tool or designing your own high quality questions to engage your imagination and provide answers, will help you to move closer to achieving your goal.

There is no such thing as time management. Time cannot be controlled or managed; it just passes. The only thing you can control is yourself and how you use your time.

Everyone has the same amount of time. Time spent doing one thing cannot be spent on another. You have to prioritise and make choices; it is totally your responsibility. Recognise what works for you and keep doing it!

What are your goals for this week? Pick one or as many goals as you want to think about and ask yourself the following questions:

1. What is the most effective way of planning in sufficient time to achieve my goal?
2. How much time have I already allowed to undertake these priority tasks?
3. How often will I monitor progress and measure results?
4. How will I remember to do this?
5. When will I do this planning?
6. How much time will I set aside for each priority?
7. How will I ensure that these will remain a priority in my diary?