

POWERFUL PRIORITY WORKSHOP SUMMARY

Powerful Priorities: Mastering Time and Focus in a Deadline-Driven World

The *Powerful Priorities* workshop is designed to help you reclaim your time, energy, and focus—so you can work smarter, not harder. Here is a summary.

Workshop Core Concepts

- Clarify your personal and professional **roles** to uncover what truly matters
- Use the **Priority Funnel** to filter what deserves your time and energy
- Apply the **Priority Matrix** to sort urgent from important
- Learn **how to plan** using your real priorities—not just your task list
- Identify and overcome common accounting-industry **Time Bandits**
- **Employ Strategies** that protect your time and enable focused impactful work

Proactive vs. Reactive Thinking

Reactive

- Responding
- Organizing
- Time Management

Proactive

- Planning
- Creating
- Life Management



Your Roles Shape Your Focus

Use this space to jot down the roles you currently hold:

Personal Roles:

1. _____
2. _____
3. _____
4. _____

Professional Roles:

1. _____
2. _____
3. _____
4. _____



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Use your roles to establish SMART short, medium, and long-range goals to achieve your success.



Questions to help you clarify your priorities

- Gee, I have always wanted to...
- If I had unlimited time or resources, what would I pursue?
- What do I want to be doing in 5, 10, 15 years?
- What is most important to me?

The Priority Funnel

Use your long and mid-range goals and priorities to help you choose today's tasks.



Urgent vs. Important

Use the matrix to sort the urgent/important tasks. Recognize that the important but not urgent tasks are those that can lead to your success.

| | Urgent | Not Urgent |
|---------------|------------------------------|--------------------------------|
| Important | Q1. Important & Urgent | Q2. Important but Not Urgent |
| Not Important | Q3. Urgent But Not Important | Q4. Not Important & Not Urgent |



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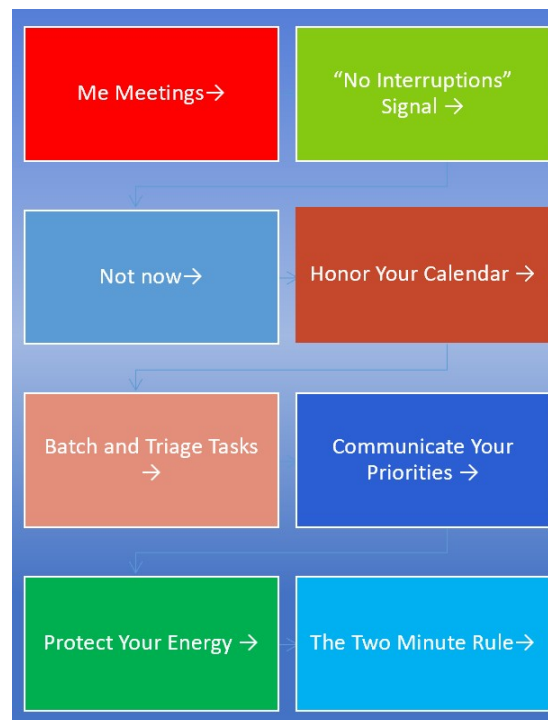
How to choose your next task:

- Non-negotiables
- Priority
- Energy
- Time available

Time Bandits in Accounting



Success Strategies:



Quotes to Remember

- "If everything is a priority, nothing is."
- "The most important thing is the most important thing."
- "Energy flows where focus goes."
- "Work your priorities, not just your to-do list."

In Summary

- The clearer you are about your priorities, the more you can honor them.
- Roles drive priorities; priorities enable SMART goals.
- The priority funnel can help you achieve short, medium and long-range goals
- Focus and planning can give you the POWER to achieve awesome results.

Key Takeaway

Be intentional. Your time is limited—spend it on what truly matters.



Resources

Visit: <http://MarshaEgan.com/Padgett>

- Roles & Priorities Worksheet
- Time Management Assessment



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