# Millionaire
## INSIDERS

Real Millionaires - Real Action

with Jaime Tardy, The Eventual Millionaire

How many of you could benefit from saving 3 hours a week, just by learning the techniques to improve your ability to prioritize effectively? Rob Rawson shares his tips on how to save yourself time by prioritizing effectively so you can get more done during the workweek.

# ☐ IDENTIFYING YOUR PRIORITIES

As you're looking at the week ahead make a list of your Top Priorities and outline them in order of importance. From your list of Top Priorities, break each down into the tasks necessary to bring each to complete.

After you've completed the breakdown, review the list and ask yourself the following questions,  Am I really focused on my Top Priorities?  What Top Priority is missing from my list?  Where should I be prioritizing differently?

# TAKE ACTION NOW:

Write down your list of priorities keeping in mind the questions above.

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# ☐ USING YOUR TIME EFFICIENTLY

In order to make yourself more efficient, it's important to discover where you're spending your time the most. When you create a time tracking system to track the amount of time you spend daily according to activity you will find yourself working more efficiently. For Example, create folders and name each by Activity. As you're progressing through your week, make sure you're tracking the amount of time you're spending on each Activity carefully.

## TAKE ACTION NOW:

Create your own time tracking tool to identify the areas in which you are spending your time.

## ☐ STAY ON TRACK

At the Start of each day, review your list of Action Items and determine which will move you the furthest.  Ask yourself, "Am I prioritizing correctly?" and if adjustments need to be made, make them.

# TAKE ACTION NOW:

Determine which task on your list of Action Items will move you forward the furthest and work on that activity first.