

MAKE YOUR BEST DECISIONS NOW

Your 30 Day Course to Better Personal Results

Clear Priorities = Peace of Mind

You know how frustrating it can be . . . You want to get ahead in your job, but you feel like someone's tied an anchor to your progress. You want to buy a new car without regretting the choice you made a week later. You want to choose the right college major the first time. You want to connect with the right people who will help you get ahead.

But then you remember . . . it took you six years and three majors to get through college. You leapt at the first job offer and discovered your mistake on day one. You could have saved thousands of dollars in consumer interest, if you had just learned how credit cards work before using them. Does any of this sound familiar? Join the club . . . a VERY big club.

The truth is most of us lurch through life making decisions without taking time to clarify their priorities before acting. It's so easy to do that these days, isn't it? We're overwhelmed with choices. We're impatient for instant outcomes. We listen to the loudest opinions. Then, when we make poor decisions, we wonder why "this always happens" to us.

So how can you turn the corner on these frustrations? What can you do to begin your journey toward peace of mind, financial security, and that feeling of success that others wish they had?

The formula is simple: Clearer priorities = smarter decisions = better outcomes = personal success.

The Personal and Professional Priorities Matrix on the next page is the perfect place to begin. We've developed this template to help you achieve the clarity you need in making any decision of significance. You see, decisions of consequence are made up lots of factors, some rather obvious and many not so much. They generally involve, money, emotions, personalities, time pressures and other elements with unpredictable outcomes.

In a lot of cases, these factors conflict with each other. The job you've been offered is perfect, but it requires a move to another city. You've found the car of your dreams, but it's the wrong color. You've been asked to attend an important conference at the same time your daughter will compete in the soccer finals. You get the idea. Use this matrix to evaluate all of these decisions and many more.

You can even use it to evaluate emotional decisions. (No kidding!) The guy of your dreams just proposed, but now says he doesn't want kids. You've been elected the president of a club, but your vice president is someone you intensely dislike. They've asked you to coach the little league team, but last year's manager alienated all the parents with his "my way or the highway" attitude. Your best friend at work just got promoted and is now your supervisor. Any of these sound familiar?

The instructions for using this matrix are on the next page. Make lots of copies and use it whenever you're faced with a decision for which there is no clear answer. (That's probably most of them, isn't it?) But here's an important point. Once you've completed your analysis, act with your head, not your heart. If your analysis indicates you should act in a particular way, be careful about doing the emotional thing anyway. Overcoming this angst may end up being the biggest obstacles to smarter decisions and better outcomes. Time to get started!

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Personal and Professional Priority Matrix

Instructions: On a separate sheet of paper, make a list of all the personal and professional priorities you have that will produce the outcomes you desire. (Begin this list in one sitting and add to it over the next couple of days, as other priorities occur to you.) Once you have made your list, insert these items in the numbered spaces across the top of the matrix and down the left side. Make sure the items are listed in the same order.

When you have done so, compare each pair of items and mark your preference in the corresponding box. Make sure you complete all the comparisons before continuing. When you're done, count the number of preferences for each item. The item with the highest number of preferences is your top priority. The item with the second-highest number of preferences is your second-highest priority, and so on. If you wish, you can complete this exercise with just personal items or just work items as well.

[illegible]

Priority
1
2
3
4
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6
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14
15

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