

The Priority Flowchart guides choices about where to get started to Make Shift Happen!

Tasks that are GREAT priorities:

- Give *BIG impact*
- Requirements that are *urgent*
- Extend *HIGH engagement*
- Are *important* VIPs = values, include people, increase positive shift
- Target good *Return on Investment (ROI)*

1. Is anything **URGENT**?

a. Check calendar for: appointments, meetings, deadlines.

Nope, nothing –

b. Any crisis? Yup – handle it right now.

Nope, nothing awful is happening –

c. Are there unpleasant “frog” must obs? Sadly Yes – suck it up and HOP TO IT! Learn some strategies to combat procrastination.

No, thank goodness!

d. Have you done the routine, repeating tasks that must be done?

Not yet – don't forget them! Follow a daily routine to automate these tasks and remember to include self-care for wellness.

Yes – Yay! Let's go to next step!

2. Is there anything **IMPORTANT** to do? **IMPORTANT** = VIPs Values & purpose, Include People and Positive shift.

You have no idea – a. choose goals b. plan purpose c. include **BE MEASURING** practices

YES! Get ready to **PURSUE PURPOSE** and **CREATE POSITIVE SHIFT!** Onward to the next step!

a. Do you know life shift goals you want to achieve? No – choose goals. Yes – go to next step.

b. Do you have an **AIM** for a vision that is Active, Inspiring, and Meaningful? No – do some purpose planning. Yes – go to next step.

c. Have you practiced the four Ps of positive shift? No – Remember to Power up, Pause, pursue Purpose and connect with People. Read Positive Shift Happens! Yes – go to the next step

3. Will this goal or task make a **BIG IMPACT** – a Bold change, Impressive influence, and Great movement? Not really – maybe later. It sure will! –move to the next step

4. Will this goal or task provide **HIGH ENGAGEMENT** that will Harness strengths, Ignite imagination, Grow and develop skills, and Have intrinsic rewards? No – a. look for motivation or avoid it. Yes, it's highly engaging – use caution if the **IMPACT** is low. Yes, it has both **BIG IMPACT** and **HIGH ENGAGEMENT!** – go to the next step to determine the Return on Investment.

5. Are there high **BENEFITS** for a low investment (**ROI**)? No – maybe later if costs (consider size, time, energy, access, and money needed) can be reduced and benefits (gain, revenue, appeal, impact, needs met) increased.

Yes, there are lots of benefits compared to the resources required – **LET'S GO!** Start to Make Positive Shift Happen!

Read about the **BE MEASURING** activities that Make Positive Shift Happen.