



# Do you often feel overwhelmed with more work than hours in the day?

You may feel like there always seems to be more work to be done than hours in the day, and that's why it's important to prioritize what is more and less critical to accomplish. Prioritizing enables you to focus your efforts on completing the tasks and projects that matter most. In our research and testing of nearly 800 executives for Martin Lanik's bestselling book *THE LEADER HABIT*, we discovered the behaviors that effective leaders practice when they manage priorities. To turn these behaviors into habits requires deliberate practice —on average, 66 days.

## Managing Priorities

means identifying which tasks are more important and allocating time to accomplish them.

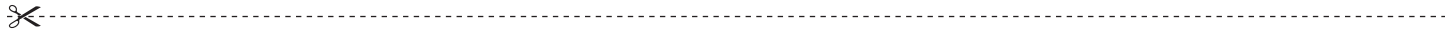
### 5-MINUTE LEADER HABIT EXERCISES

**1. Break it down into smaller chunks:** After picking a task from your to-do list, write down 2-3 things you need to do to complete the task.

**2. Decide what's most important:** After sitting down at your desk to start your workday, write down the 2-3 most important tasks you must complete that day.

**3. Estimate how long it will take:** After adding a task to your to-do list, write down your estimate of how long it will take you to complete the task.

**4. Be clear why it's a priority:** After describing a project (in an email or a conversation), briefly explain why it is a priority by saying, "This is a priority because . . ."



### YOUR LEADER HABIT EXERCISE

Cue (After an event or task finishes...)	Behavior (... you do the micro-behavior)

PRACTICE YOUR LEADER HABIT EXERCISE ONCE A DAY FOR 66 DAYS AND MARK THE DAYS YOU PRACTICED.

				<del>X</del>		1	2	3	4	5	6
7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63	64	65	66

