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Priority Setting

Managing the Priorities of Your Leisure Involvement

Promoting a new perspective on disability
Voir au-delà du handicap



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FOR CANADIANS
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CANADIENNES AYANT
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Overview

The following presentation will go over...

- Understanding your limits regarding leisure activities
- Time management skills
- Productive killers
- Priority Planning model

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New Consumers

- ^{Canada} Consumers tend to become over involved in leisure activities causing burn out
- Burn out can regress consumers development & hinder future attempts to integrate into the community





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Multi-tasking does not work

“There are limits to what we can do simultaneously.”

- Walking and chewing gum is easy but it becomes difficult to swim, go to a movie and see a play all in three hours.



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Time Management

Simple time management and priority/goal setting will avoid burnout



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10 Rules of Time Management

1. Know how you currently spend your time	6. Be flexible
2. Identify your “leisure time”	7. Don’t procrastinate “If you do ask yourself why”.
3. Do next weeks planning this week	8. Put up reminders
4. Do one activity at a time	9. Work from a prioritized action list
5. Check your calendar	10. Do first things first

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Activity Planning Model

- Rank personal priority from highest to lowest by enjoyment level
- Add descriptions, times, and places for each activity
- List the steps required to complete each activity

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Big THREE Productivity Killers

- Poor Planning
- Personal Disorganization
- Procrastination

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Priority Planning Model

- Identify priorities and rank on a scale of importance and urgency from 1-10
- Assign a numerical value for importance (I) (Defined by value)
- Assign a numerical value of urgency (U) (Defined by time)
- Multiply importance by urgency to determine success (S) factor of each priority

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Priority Table

Top Priorities	I x U = S		
Make Friends	10		
Get active	10		
Identify barriers	7		
Priority Description & Deadline	Purpose – Why?		
Get active March 1 5 x per week	Reduce stress, weight loss, overall health		

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Basic Rules

- If it keeps getting bumped it needs to be dropped or delegated
- Be accountable to the time limits
- Increase your skills where required
- Eliminate time wasters
- Build flexibility

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Summary

Effective time management skills are the first step to finding time to be independent. Using and developing a priority planning model will help you make better use of your time.

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Thank You

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