



Prioritization

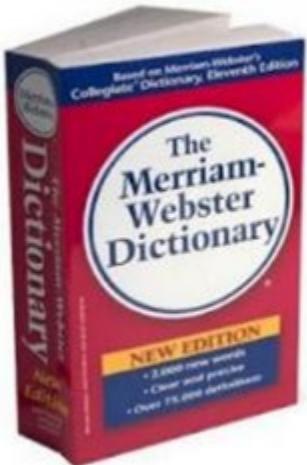
Kid Hope 



Today's Objective

- Share KH National EEC Strategic vision, EEC Goals and 2018 Outlook
- Introduce 2018 National KH leadership Prioritization approach
- Refresh Individual Prioritization techniques to use in daily work activities

What is Prioritization?



Prioritize

verb pri·or·i·tize \prī-ˈor-ə-tīz, -ˈär-; 'prī-ə-rē-\

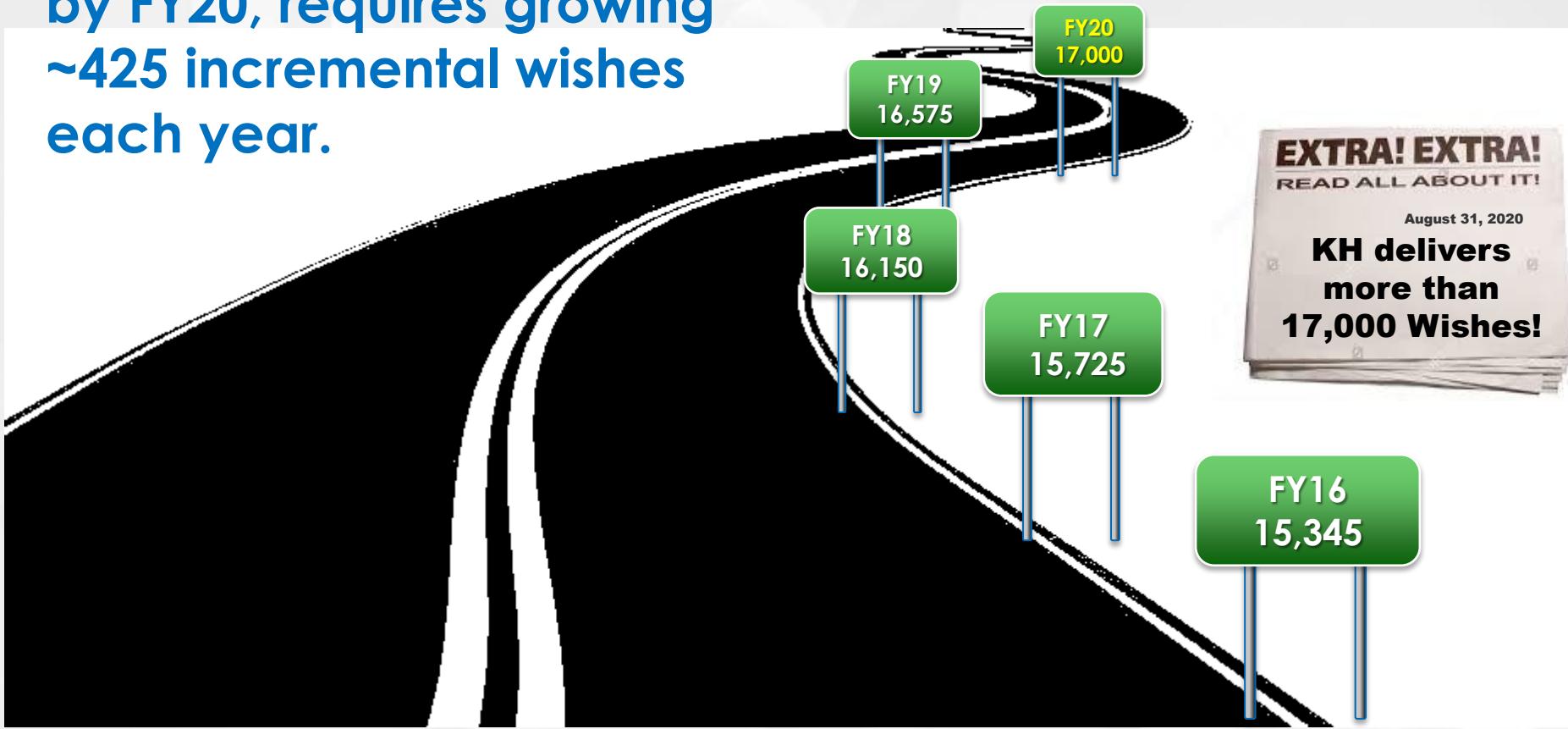
Definition of PRIORITIZE FOR ENGLISH LANGUAGE LEARNERS

- to organize (things) so that the most important thing is done or dealt with first
- to make (something) the most important thing in a group

... deciding what items are most important and ensuring they are managed first.

2020 Every Eligible Child (EEC) Strategic Vision

**Getting to 17,000 wishes
by FY20, requires growing
~425 incremental wishes
each year.**

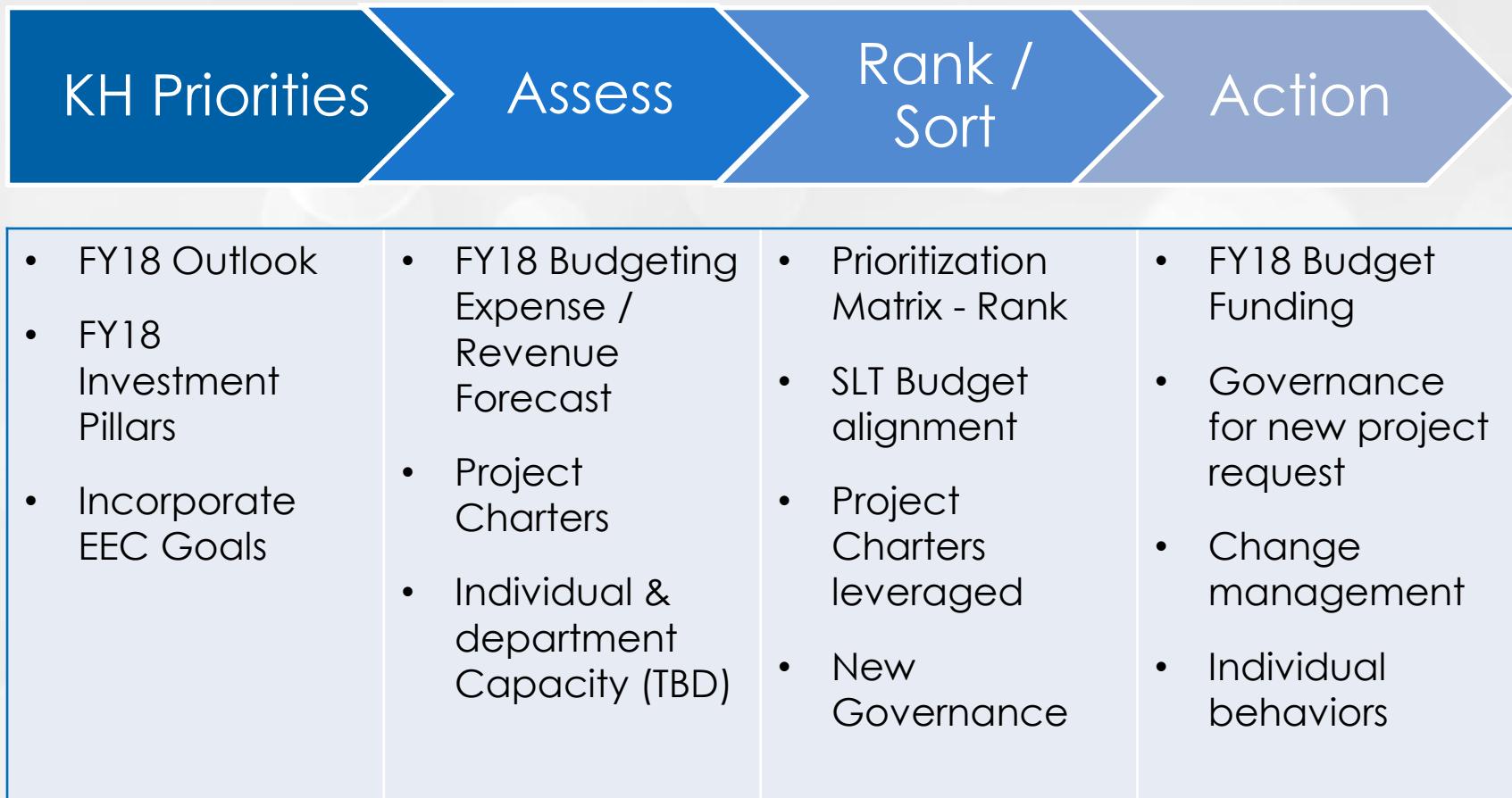


2018 Outlook

National Area of Focus...

- Heighten emphasis on efficiency and expense controls.
- Accelerate progress on initiatives that have cross-organizational impact.
- Supporting Revenue Growth remains a priority.
- Advance our Talent & Retention efforts.

KH National Prioritization Approach





Individual

Prioritization – Manage the “Big Rocks”

Focusing on what is important...

“Most of us spend too much time on what is urgent and not enough time on what is important.”

Stephen Covey

Rocks, Pebbles and Sand



Big Rocks and Little Rocks



The **Big Rocks** are your values - the things that are most important

Glass Vessel

Represents your weekly schedule

Big Rocks

Represents large important tasks, goals and values

Little Rocks

Represents many little, somewhat important tasks

Sand

Represents many small, urgent, but not important, tasks

The **Little Rocks** and **Sand** are things that get in your way of being true to your values (barriers)

Decide How to Fill Your Jar

- Make a list of your weekly tasks – include:
 - Your weekly/daily “to do” list
 - Projects
 - Habits
 - Maintenance - things that keep the wheels turning
 - Personal goals and development
 - Organizational goals
- What are your “Big Rocks”?
- Which tasks are “Small Rocks”?
- Which tasks qualify as “Sand”?



Time Management Quadrants

Use this well-known tool to help determine your time management priorities

		Urgent	Not Urgent
Important		I (Manage)	II (Focus)
	Not Important	III (Distraction)	IV (Avoid)
 Big Rocks	<ul style="list-style-type: none">• Crises items (e.g., Wish delivery support)• Pressing problems• Last-minute preparations for scheduled activities	<ul style="list-style-type: none">• FY17 Goals• Midyear feedback items• In role development• Long term career development• Planning & prevention	 Big Rocks
 Small Rocks	<ul style="list-style-type: none">• Interruptions; some calls, email• Some meetings/activities• Frequently not linked to organizational goals	<ul style="list-style-type: none">• Some calls, email• Some meetings/activities• Frequently not linked to organizational goals	 Sand

Activity: Time Management Quadrants

Individual

1. Write a list of 7-10 tasks that you do each week
2. Label each task as a Big Rock, Small Rock or Sand
3. Place each task item in the appropriate time quadrant

Team

1. Go around the table to share your list of tasks with your team
2. Identify those tasks that you have in common with your team
3. Discuss and agree on how to categorize each task
4. Adjust your Time Management Quadrant tasks accordingly

Leader

1. Share your Time Management Quadrant tasks with your leader
2. Discuss how you can work together to make sure you are working on the Big Rocks



Managing Your Time Going Forward

Use the Time Management Quadrants exercise to help you manage your time and prioritize your tasks each week.

1. **Make a list.** Each Monday, write out the tasks that you want to accomplish during the week. Classify them as Big Rocks, Small Rocks or Sand.
2. **Place the Big Rocks.** Put the Big Rocks on your schedule. Add these tasks to your calendar at a time you know you'll be able to get them done.
3. **Work on Big Rocks early.** Whenever possible, schedule your Big Rocks first thing in the morning.
4. **Leave space for the Small Rocks.** Like the glass jar full of Big Rocks, allow room in your schedule for the Small Rocks to fall into place. Don't schedule Small Rocks; they will automatically fill in the cracks between your Big Rock tasks throughout your day.
5. **Watch out for Sand.** Avoid filling your schedule with Sand and tasks that are mostly distractions. Also make sure that your Big Rock tasks align with your overall team and organizational priorities.