



BIG ROCKS, LITTLE ROCKS

Priority Management Activity

THE STORY: A teacher is addressing her class. She fills a jug with big rocks and asks the class if it's full. The class responds with a "Yes". So, she adds pebbles to the jug. She asks again if the jug is full, and again the class responds, "Yes". She says "No" and adds sand to the jug.

The sand and the pebbles represent the small daily tasks we fill our lives with. If we don't fit our big rocks in first, our lives will fill with only sand and pebbles. BUT if we start with our big rocks, we create room for what's important in life - and the sand and pebbles can only fill the spaces in between.

INSTRUCTIONS: The following exercise helps you align how you spend your time with your "real" priorities, your "Big Rocks".

Current Time and Priorities Review

1. Where or on what do you currently spend most of your time (*what immediately jumps into your mind?*)

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

2. What is the **ONE** biggest, un-wanted thing that **ZAPs** your time at the moment? (*this is an un-welcome time-zapper - not things that are a wanted or necessary part of your life*)

3. What needs to change?

4. Take a few moments to think about what's **TRULY** important to you in your life. What are your **TOP 3 PRIORITIES** in life?

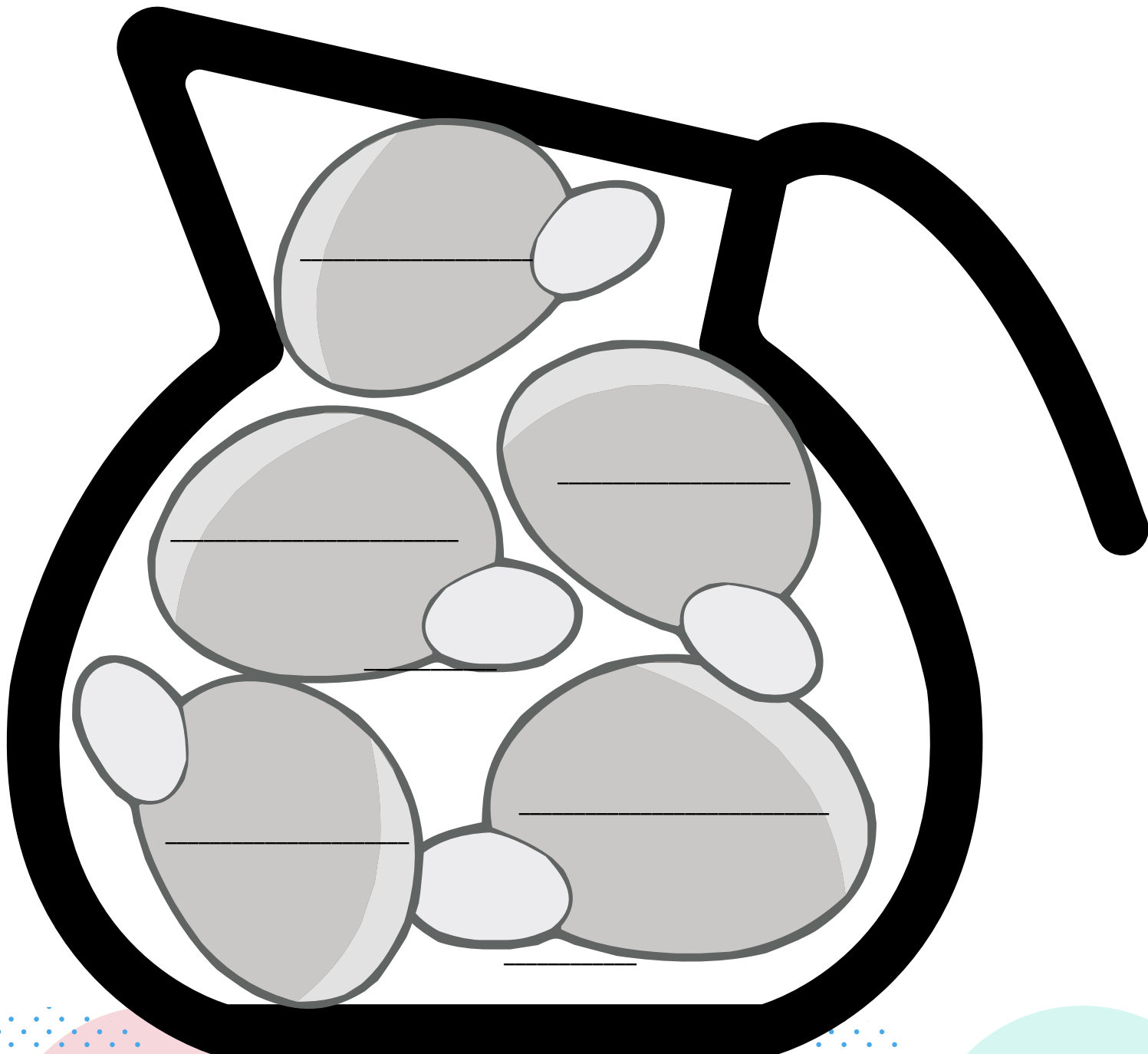
- a) _____
- b) _____
- c) _____

BIG ROCKS, LITTLE ROCKS

Priority Management Activity

5. Using the story we started with, refer to the picture below...

- a) Write your KEY priorities/activities on the biggest rocks
- b) Now fill in the smaller rocks (your pebbles) with your next (lower) level priorities/activities
- c) Then, in the tiny gaps between the rocks, write your lowest priorities/activities
- d) Finally, number the priorities on your 'big rocks' from 1 - 5





BIG ROCKS, LITTLE ROCKS

Priority Management Activity

Why not try using this tool regularly to visually prioritise your week/month and ensure you schedule your 'big rocks' FIRST!

Review Your Learnings & Take Action

1. How does where you currently spend your time compare to your 'big rocks' - your REAL priorities?

2. What does this tell you?

3. What needs to change?

What Will You Commit To?

Action 1:

Action 2:

Action 3:

Date: _____