

# Managing Priorities Blocks The Pressures of Time

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Synchronizing the demands of operating and balancing a professional and personal life is a huge issue. Lacking a complete inventory of all the commitments and what to do about them tends to create stress and distraction from focusing on priorities.

It's not odd for owners to not view their work and personal lives as separate. They try working equally across personal and professional projects. One is unable to work when personal issues distract the mind. It's important for the work focus to manage all personal work and vice versa. Being at home and continually waking up at 2 a.m. and concentrating on forgotten business tasks, demonstrates irresponsibly managing the work inventory. This sidetracks the personal life and ability to focus on it.

Simply look at it this way. You should not be thinking about your strategic plan when playing with your children. You need to already have thought about it and then manage the results. Think in appropriate ways so you can trust that your systems and approaches are handled, which then freezes you up to focus on your golf game, spouse, dog, or whatever.

Timely manage your job, family, and self-workloads, as well as commitments and keep everything clear. Most people have a big improvement opportunity about keeping track of all the commitments they've made — little and big, and personal and professional. Always concentrate on achieving the best practices. First, make sure to capture a reminder of any commitments by keeping a record of everything to be done. Secondly, verify what to do. For instance, decide exact actions when committing to getting the kids on cruise control once school starts. What's the next action? What are the reminders about completion?

Many tackle 30 to 100 projects. Any task defined as "needing to be finish" is going to require more than one act to complete. Maintaining an inventory of all projects is necessary for controlling work and life. Very few people create the list. In addition, decide and think of the action items needed to move forward on all obligations.

In other words, do you need to make a call about something? Do you need to talk with someone? Do you buy something from the store? Do you need to draft the documents? Are you waiting on someone else to do something and if so what are you waiting on and from whom? Do you need to follow up with them? These are the types of operational questions people will figure out at some point. Most people do that type of thinking about their commitment when the pressure on them becomes so great to where they have to do it, as oppose to when the thing first lands on their brain and in their in-basket.

Committing, capturing, clarifying, and keeping some sort of organizational system for maintaining a tract allow for reviewing projects on a regular basis. Owners are then confident about accomplishments and more importantly, non-progression. However, they are only able to experience assurance about non-progression when aware of all the incomplete projects and actions. As simple as all of that sounds, many are not keeping tract of their complete inventory.

Most people are managing themselves and being reminded by the latest and loudest things around them, which they know on some subtle level is not to be the focus. In the heat of the moment, they can't remember to concentrate, and eventually let themselves be driven by reactions to their world. It's not only about managing time, but self. Furthermore, specifically managing an inventory of the commitment.