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# “MAKE, MANAGE, AND MAINTAIN YOUR PRIORITIES”

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## MAKE YOUR PRIORITIES

1. Don't give yourself to those who don't absolutely \_\_\_\_\_ you at the expense of those \_\_\_\_\_ .
2. Never do anything \_\_\_\_\_ .  
*“Do it, ditch it, or delegate it.”*  
*“What are the things that only I can do?”*
3. Distinguish \_\_\_\_\_ from \_\_\_\_\_ .

## MANAGE YOUR PRIORITIES

1. Pareto Principle - The top \_\_\_\_\_ of your priorities will give you \_\_\_\_\_ of your results.
2. Determine your \_\_\_\_\_ .

3. Understand the four categories of “ \_\_\_\_\_ ” (Stephen Covey)

- a) \_\_\_\_\_ and \_\_\_\_\_
- b) \_\_\_\_\_ but not \_\_\_\_\_
- c) \_\_\_\_\_ but not \_\_\_\_\_
- d) Not \_\_\_\_\_ and not \_\_\_\_\_

**MAINTAIN YOUR PRIORITIES**

- 1. E \_\_\_\_\_.
- 2. E \_\_\_\_\_.
- 3. E \_\_\_\_\_.

**MODEL OF JESUS** (Luke 4:42-44)

- 1. People asked Him to do things that \_\_\_\_\_  
but did not match His \_\_\_\_\_.
  
- 2. Jesus knew His \_\_\_\_\_ and was not  
\_\_\_\_\_.
  
- 3. Jesus did what was \_\_\_\_\_ rather than what was  
\_\_\_\_\_.

Make decisions on the basis of your \_\_\_\_\_,  
not your \_\_\_\_\_.