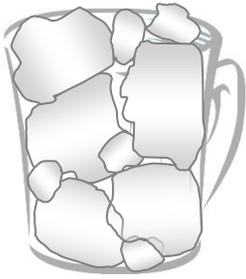


Your 90 Day Rocks Exercise



THE STORY: A teacher is addressing his class. He fills a jug with big rocks and asks the class if it's full. The class responds with a "Yes". So, he adds pebbles to the jug. He asks again if the jug is full, and again the class responds, "Yes". He says "No" and now 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: This exercise helps you align how you spend your time with your "real" priorities, your "Big Rocks". Start by answering the questions below, then think about a few of your 90 days goals. What '90 Day Rocks' should you be focused on right now to help you achieve your longer term goals?

Part 1: Current Time and Priorities Review

1. Where, or on what, do you **currently spend most of your time?** (Make a list of whatever jumps into your mind)

i. _____

ii. _____

iii. _____

iv. _____

v. _____

2. What's the **ONE biggest thing that robs you of your time** at present? _____
(We're looking for an unwelcome time-vampire here - not things that are a wanted or a necessary part of your life)

3. **What NEEDS to change?** _____

4. Take a few moments to really think about what's TRULY important to you in your life.

What are your Top 3 Priorities in life OR your top three 90 day goals?

i. _____

ii. _____

iii. _____

5. What **one thing is MOST IMPORTANT to you right now?** _____

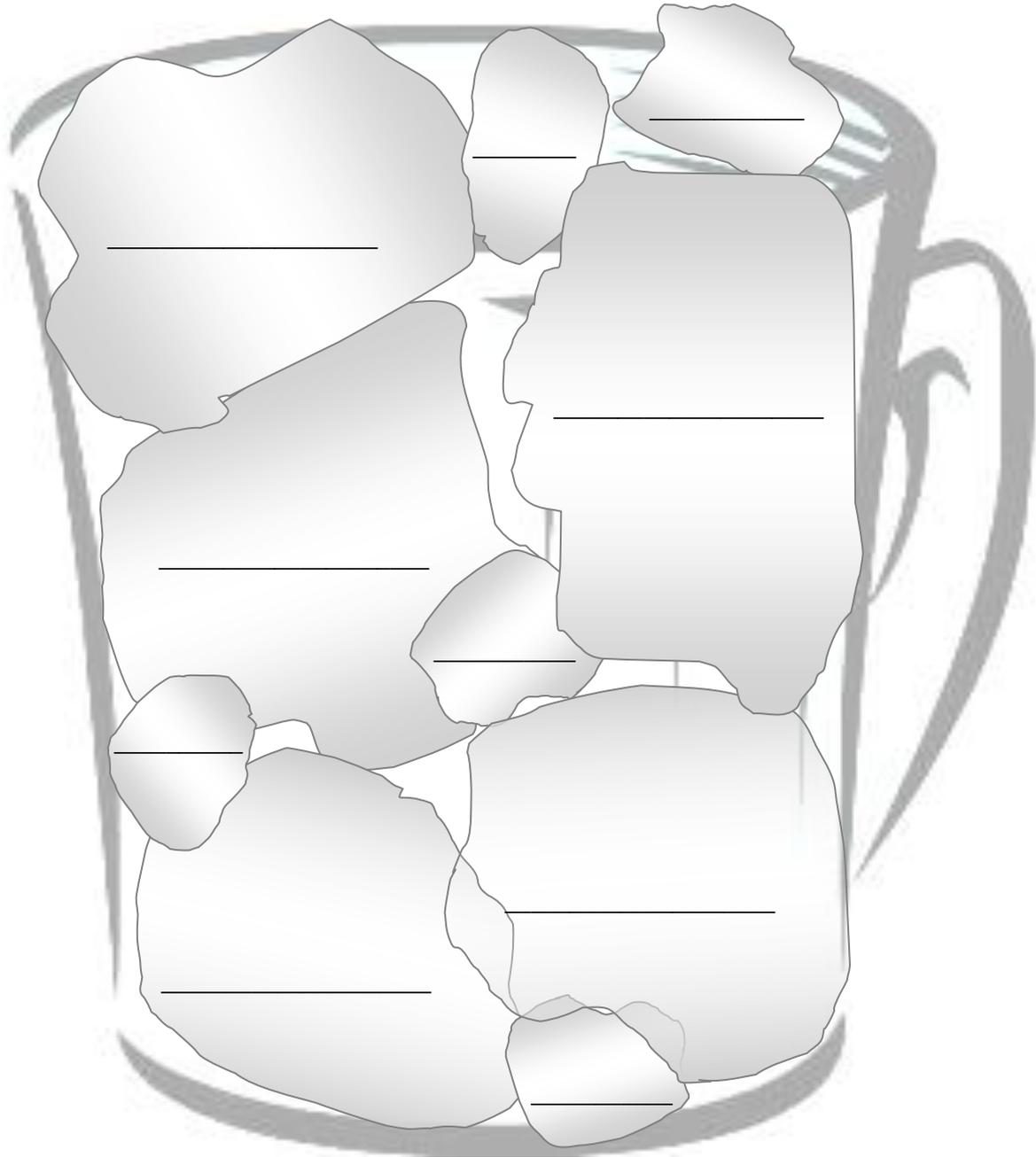
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Part 2: Identify & Prioritize Your Rocks!

INSTRUCTIONS

- i. Using the story we started with as your guide, write your KEY priorities/activities on the biggest rocks below. NOTE: Think carefully. What are your real "Big Rocks" in life right now? What are some of your 90 Day Goals?
- ii. Now fill in the smaller rocks - your pebbles - with your next (lower) level priorities/activities.
- iii. Then, in the tiny gaps between the rocks, write your lowest priorities/activities.
- iv. Finally, add a priority to your "Big Rocks" from 1 to 5.

Try using this tool regularly to visually prioritize your week/month and ensure you schedule your "Big 90 Day Rocks" first!



Your 90 Day Rocks Exercise

Part 3: Review What You've Learned & 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? _____

What Needs to Change?

3. What *could* you do differently? _____

4. What is the EASIEST change/s you could make to prioritize your time better?

5. What are you WILLING to change to prioritize your time better?

6. Smash those Obstacles: What could get in the way? If you were going to sabotage yourself how would you do it?

What will you Commit to?

7. What WILL you change or do differently? Take a look at the entire worksheet and identify 3 actions you will take to focus on your BIG ROCKS in life:

1st Action _____ By when _____

2nd Action _____ By when _____

3rd Action _____ By when _____

Now copy these out on *post-it notes* and stick them in your car, wallet, locker, fridge door, desk drawer or *any place where you will see them often.*

8. I am committed to achieving these 3 actions:

Signed _____

Date _____



To wrap-up, what is the BIGGEST thing you learned about yourself from doing this exercise?

"How you spend your time is more important than how you spend your money. Money mistakes can be corrected, but time is gone forever." David Norris