MODULE 3

LESSON 1

In this lesson we focus on your highest values and priorities in a way that you've probably never considered before. This is one of my clients' absolute favorite exercises! The reason we're going to start this module by looking at your priorities is because this is where the crux of deliberateness comes from. So many of us get caught up in the rat race of life—you may very well feel this way right now. One key reason for this being the case is people not concretely knowing where their priorities lie. So, let's get to it!

HOW TO ORGANIZE YOUR
BINS 1, 2, AND 3

Adapted from The Deliberate Effect

You can use this tool for any of the following purposes:

• Establishing priorities in your overall life.
• Establishing priorities in the buckets of your life.
• Determining priorities when facing a specific problem or big decision.

The following explanation describes how to establish priorities in the different buckets of your life, but the same process applies to the other two possible applications. If you choose to establish priorities for each individual bucket of your life, repeat the following exercise with each bucket in your notes section for easy reference.

MODULE 3

LESSON 1

1.Take one of the buckets of your life from Module 2 and reflect on some of the values and expectations you currently hold in this area of your life.

The bucket I am looking at is...

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Typical values and expectations I hold for this area of my life include...

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2. It's time to get clear on your priorities. To do this, envision each value and expectation as a physical item taking up space in your life. You want to get organized, so you sort through your items and put each one into one of three bins: Bin 1, Bin 2, or Bin 3.

Which bin do you choose for each value and expectation?
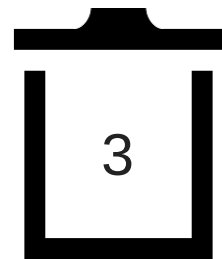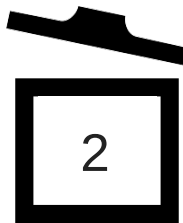
Description on the following page...

MODULE 3

LESSON 1

Bin 1—small: They say good things come in small packages, so Bin 1 is the smallest and contains your highest-value items. These are the values of greatest importance to you and are largely non-negotiable.

Bin 2—medium: This is your medium-sized storage, the kind that contains important enough things that you keep it in the house but don't look though it every day. Everything in this bin is negotiable: nice to have and sometimes will, but also won't focus on all the time.

Bin 3—large: We may as well call this one the garbage bin, because you're completely willing to let go of these items. It's those things you're not ready to put your energy into, at least for now. It's also the biggest and kept the farthest away from your focus.

BUCKET: _____

1

2

3

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YOUR *signature* LIFE

MODULE 3

LESSON 1

The ultimate goal with your bins is to make:

• Your Bin 1 the smallest (maximum of 5 items).
• Your Bin 3 the largest.
• Your Bin 2 somewhere in the middle.
• *Your life a whole lot simpler.*

Thinking about your priorities in terms of Bins 1, 2, and 3 will save you from so much unnecessary anxiety and pain and will replace your troubles with clarity and confidence. Being clear on your (few) top priorities will also provide great direction to your life.

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In order for your bins to show up in your life and make an impact, you will need to align yourself with those who are impacted by them.

Consider the following when communicating your bins:

• Explain the "why" behind your priorities, including the benefits for both you and the other person(s).

• Explain what the person can expect from you as a result of your priorities.

• Explain the time frame that these priorities may be in place (as some may be short-term).

• Ask, ask, ask: How do they feel about your bins? What are their concerns? What are they excited about? Open up a dialogue and see what comes of it.

MODULE 3

LESSON 1

WEEKLY BIN CHECK-IN

Take 15 minutes once a week and ask yourself:

• "How is my week according to my bins?"

• "How did I align with them? Why?"

• "How did I go against them? Why?"

• "What can I learn from this and what can I tweak in my behaviour to make next week better?"

NOTES

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