

# *The Starting Five*

## **How to Successfully Accomplish Your Daily Goals and Priorities**

One of the most important things you can do to improve your effectiveness and efficiency as a teammate or leader is to have a daily to-do list.

But many people get sidetracked by distractions or overwhelmed by an incredibly lengthy list of items to check off, and the list often becomes another source of frustration.

For you, that feeling of powerlessness or overload can change today!

**The key to getting your life back is to get your day back**, and to get your day back you need to focus on your starting five. Let me explain...

As a basketball coach, the most important people you could invest your time and energy in developing were your best players. Great coaches have a “next goal” they are working to achieve (winning the next game). Great coaches also know who needs to contribute the most to make that happen. They work to help every one of their athletes improve, but they know to give most of their attention to those who could help the most in achieving their “next goal.”

You have a goal as well. It may be to complete a project, or to meet a sales quota...

Understanding that, to be more effective on a day-to-day basis, you need to do three things:

- 1. Clearly identify the “next goal” you are working to achieve.**
- 2. Identify the most important items that need to get done that day.**
- 3. Prioritize the most important five items and work your list.**

You may begin the day with a list of more than 5 items – which is okay. But your focus should be on those starting five – and the others are bench items that might get on the floor, but are not essential to accomplish that day....

Copy and use the next page as your “Starting Five” daily to-do list *for at least one month*, and let me know how much it helps you and your team!



