

Week 30

Prioritize What Matters



7/27/26

Why it Matters: Clear priorities create clarity, alignment, and momentum. When leaders intentionally identify and communicate what matters most, teams spend less time reacting and more time making meaningful progress.

This Week's 1% Better Practice:

At the start of this week, identify your team's top three priorities and write them somewhere visible. Then, at the end of each day, ask yourself: Did I spend most of my time advancing one of these priorities?

Applying It:

Identify Your Priorities. What are the three most important priorities for your team over the next 30 days?

Priority #1: _____

Priority #2: _____

Priority #3: _____

Evaluate Your Calendar. Think about last week. Approximately how much of your time was spent advancing those priorities?

☐ Nearly all of it

☐ Most of it

☐ About half

☐ Very little

☐ Not sure

Identify the Distractions. What activities regularly pull your team away from these priorities?

☐ Unnecessary meetings

☐ Constant interruptions

☐ Last minute requests

☐ Email

☐ Administrative work

☐ Lack of clear direction

☐ Other: _____

Create Alignment. If someone on your team was asked what the top priorities are today, would they know?

☐ Absolutely

☐ Probably

☐ Maybe

☐ Probably not

If not, how will you communicate them moving forward? _____

Commit. What is one thing you will intentionally focus on this week because it aligns with your highest priorities? _____

