

Managing Priorities to Match Your Purpose



Purpose-driven productivity

Learning how to live your life with purpose can lead to a sense of control, satisfaction, and general contentment.

Purpose-driven productivity is a practical approach that encourages setting a long-term goal, breaking it down into manageable tasks and designing the environment to help focus on achieving something meaningful.

1 // Define Your Purpose

Finding purpose and meaning in life is important for fulfillment-- and likely to take time and patience.

Steps to finding purpose:

- Find what drives you
- Find what energizes you
- Find out what you're willing to sacrifice for
- Find out who you want to help
- Find out how you want to help

Discovering purpose:

- Donate Time, Money or Talent
- Listen to Feedback

- Surround Yourself with Positive People
- Explore Your Interests
- Consider Injustices That Bother You
- Discover What You Love to Do

2// Clarify Your Priorities

What are your Big Rocks (highest priorities)?

Big rocks = highest priority projects and tasks

Little rocks = urgent or important projects and tasks

Sand = Unimportant projects and tasks

“If the big rocks don’t go in first, they aren’t going to fit in later.” ~Steven Covey

3// Align Your Goals

Goal-setting is the process of taking active steps to achieve your desired outcome. Each of these major goals can be broken down into smaller, more attainable goals that will propel you towards success.

3 Types of Goals:

- Process (practice)
- Performance (personal standard to measure progress)
- Outcome (what you want to be, have, or do)





“ Discovering and living your personal brilliant purpose brings energy, fulfillment, and wellbeing to your life.” – Dr. Jim Loehr

Photo of sun shining through forest.

Set SMART Goals:

- Specific
 - Measurable
 - Attainable
 - Relevant
 - Timely
- Set both short- and long-term goals
 - Set goals that motivate you
 - Write your goals down and put them in a place you can see
 - Adjust your goals as necessary
 - Recognize and reward yourself when you meet a goal

4// Focus Your Time

There are many different strategies to managing time. Choose the strategy that matches your personality and style of thinking as well as the priority at hand.

Time Management Strategies:

- Eisenhower Matrix
- ABCDE
- Ivy Lee Prioritization
- Chunk Your Time
- Eat a Live Frog
- Salami Technique

5// Maximize Your Energy

Manage your energy, not your time.

4 types of energy:

- Physical
- Emotional
- Mental
- Spiritual

Tips to better manage energy:

- Practice self-care:
 - Eat Healthy
 - Get Enough Sleep
 - Stay Active
- Find Ways to Relax
- Find a Hobby
- Connect with Others
- Take time to be still
- Give yourself daily boosts
- Maintain boundaries

Useful References

“Finding Purpose.”

<https://wou.edu/health/resource/student-health-101/spiritual-wellness/finding-purpose/>

Setting Goals:

<https://theprocesshacker.com/blog/stephen-covey-big-rocks/>

“9 Proven Time Management Techniques and Tools.”

<https://www.usa.edu/blog/time-management-techniques/>

“Distractions.”

<https://learningcenter.unc.edu/tips-and-tools/take-charge-of-distractions/>

“Effective Priorities Management Methods & Techniques.”

<https://everhour.com/blog/priorities-management/>

Time Waster worksheet:

<https://www.mscoke.edu/Content/Uploads/Murray%20State%20College/files/Academic%20Coaching/Time%20Waster%20Survey.pdf>

FIND YOUR PURPOSE, LIVE YOUR PASSION!

Questions to help you explore you

There is a strong relationship between a person's sense of purpose or meaning in life, their ability to overcome, and their overall happiness. The following are a list of questions that can assist you in discovering who you are and your unique purpose.

Instructions:

- Take out a few sheets of paper or your journal and a pen.
- Find a quiet, peaceful, place where you will not be disturbed.
- Choose a question below, think about it, and then write down what comes to mind without analyzing, editing, or judging. Pick another question and do the same.
- Perhaps most importantly, enjoy the moment and enjoy the process of self-discovery!

Questions:

1. What would you like to change about the world for the better? (what issues in society or on the news make you most angry, what causes do you strongly believe in or connect with?)
2. What would you do if you could not fail?
3. What would you do if you would not be limited by money?
4. What would you like to hear at your funeral? (what would each speaker say about you and your life; what kind of friend, family member, colleague were you; what character would you like them to have seen in you; what contributions and achievements would you want them to remember; what difference did you make in their lives; what is your legacy?)
5. What accomplishments are you most proud of, small or big?
6. Who inspires you the most? (anyone alive or deceased; current or historical figure; anyone you know or do not know; family, friends, authors, artists, leaders, etc.) What qualities do they have that inspire you?
7. With whom would you like to surround yourself (what are the kind of people you would like to be surrounded with in terms of lifestyle, occupation, wealth, interests?)
8. What gives you the most pleasure? What makes you smile? (activities, people, events, hobbies, projects, etc.)
9. What makes you feel great about yourself? What are you good at? What qualities do you have that you are really proud of?
10. What do people typically ask you for help in?
11. What were some challenges, difficulties, or hardships you've overcome? How did you do it?
12. If you could get a message across to a large group of people, who would those people be? What would your message be?
13. What do you want to accomplish before you die?
14. Recall the happiest moments in your life. What were you doing? What were the circumstances? What is the underlying theme, if any?
15. What would your perfect day look like?
16. What are some common themes or things you notice in your responses?
17. What are things you discovered about yourself?
18. Given your responses, what might you consider changing to create a better life for yourself?

Work & Career

Exercise

10 min

Client

No

What Work Means To You

While work means something different to each of us, most people see it from one of three viewpoints: 1) work as a job that is required for financial compensation rather than for satisfaction or fulfillment, 2) work as a career that is marked by status and advancement within the occupational structure, or 3) work as a calling that is intrinsically rewarding and carried out for satisfaction and fulfillment rather than financial gain [1].

While one might anticipate a higher number of callings among certain occupations, the Job-Career-Calling distinction does not necessarily depend on occupational prestige [1]. Indeed, within *any* profession, you are likely to encounter all three orientations depending on the meaning the individual attaches to work itself [1]. For instance, a nurse may view his/her work as a job, while others might see it as a career or a calling.

Within these orientations lies a hierarchy of satisfaction - reduced satisfaction for those who view work as a job and increased satisfaction for those who see work as a calling [2]. Individuals with a career or calling orientation are also likely to find their work more fulfilling and meaningful [1,3] and experience greater intrinsic work motivation, enhanced career commitment, and improved well-being [4].

Fortunately, it is possible to reframe perceptions of work to find greater meaning and satisfaction [5]. In this exercise, participants will identify their orientation toward work as a job, a career, or a calling. Through analysis and self-reflection, individuals can determine whether they want to change how they view their work, what they need to change to hold an alternative view, and what actions would allow these changes to occur.



Author

This tool was created by Elaine Houston.



Goal

This exercise aims to help participants identify their orientation toward work as a job, a career, or a calling. Through analysis and reflection, individuals can determine whether they want to reframe how they view work, what they need to change to hold an alternative view, and what actionable steps would allow these changes to happen.



Advice

- It should be emphasized that the Job–Career–Calling distinction does not necessarily depend on occupational prestige. The satisfaction derived from work is largely based on the meaning attached to it. Participants should understand that in *any* occupation, individuals might hold all three orientations. For example, a teacher might view his/her work as a calling that helps others and provides satisfaction and fulfillment, while another teacher may see his/her work as a job they need to pay the bills and experience little satisfaction from it.
- Some participants will be satisfied with their viewpoint - whether job, career, or calling - and may not wish to change their orientation. In such instances, this exercise can help individuals reflect on the reasons they are happy with their current stance and revisit it in the future if circumstances change.



References

1. Wrzesniewski, A., McCauley, C., Rozin, P., & Schwartz, B. (1997). Jobs, careers, and callings: People's relations to their work. *Journal of Research in Personality, 31*, 21-33.
2. Freed, D. E. (2003). Material benefits, advancement, or fulfillment: A study into the causes and predictors of job satisfaction based on how people view their work. *Journal of Applied Management and Entrepreneurship, 5*, 116-136.
3. Bunderson, J. S., & Thompson, J. A. (2009). The call of the wild: Zookeepers, callings, and the double-edged sword of deeply meaningful work. *Administrative Science Quarterly, 54*, 32-57.
4. Martela, F., & Pessi, A. B. (2018). Significant work is about self-realization and broader purpose: Defining the key dimensions of meaningful work. *Frontiers in Psychology, 9*, 363.
5. Wrzesniewski, A., & Dutton, J. E. (2001). Crafting a job: Revisioning employees as active crafters of their work. *Academy of Management Review, 26*, 179-201.

What Work Means To You

Your work orientation is how you view the work you do. Most people see work from one of three viewpoints, 1) as a **Job** that is needed out of financial necessity with very little personal investment, 2) as a **Career** that is marked by status and occupational advancement, and 3) as a **Calling** for its fulfillment rather than financial gain or advancement.

While there is no right or wrong way to view your professional life, people with a calling orientation tend to be more satisfied with their lives and work. However, it is important to note that some people are happy to think of their work as a job and others find a successful career to be just as satisfying as those with a calling orientation.

In this exercise, you will identify your orientation toward work as a job, a career, or a calling. In doing so, you can determine if you want to change your view of work and identify ways to make this change happen.

Step 1: Understanding orientations toward work

While work means different things to each of us, people tend to have one of three orientations toward work. Let's look at an example of each viewpoint.

1. Mike views work as a job:

Mike works to pay his bills and enjoy his life outside the workplace. For him, work is a necessity. He is often bored and would much rather be doing something else. If Mike won the lottery, he would not remain in this role. Mike regularly finds himself disinterested, clock-watching, and often counts the hours/days to his off time. If he had the chance, Mike would tell his younger self not to go into this line of work.

2. Gustavo views work as a career:

While caring about his salary, Gustavo enjoys his work and finds more satisfaction through continuing advancement. His work provides opportunities to advance, and he plans to move on to a higher-level position. A promotion would signify his success and recognition of his good work. He is willing to invest time and effort in his work to ensure his ongoing development. Gustavo sometimes finds himself bored and disinterested, but he knows this work will help him get to where he wants to be.

3. Francesca views work as a calling:

The primary reason Francesca works is not for financial gain or advancement but for the fulfillment her work brings. She finds satisfaction in her work and finds ways to modify her duties and develop relationships to make her work more fulfilling. Work is essential to Francesca's life, and she feels drawn to it. Francesca feels good about what she does, and she would encourage other people to enter this line of work.



Step 2: Identifying your orientation to work

Now that you better understand how people view work, you will think about your orientation.

Take a moment to consider your current role and the three orientations described in Step 1. Which of these orientations best describes how you view your work?

I see my work as a:

- A job
- A career
- A calling

Step 3: Analysis

In this step, you will look at your view of work in more detail. The following questions will help you reflect on your work orientation and, if necessary, think about what might need to change for you to hold an alternative view.

Take some time to consider the questions below and write your responses in the spaces provided. Remember, answer honestly - there are no right or wrong answers.

1. Are you satisfied with your orientation to work? If your answer is yes, what are your reasons for this? If your answer is no, please move on to question 2.

2. Which of the 3 viewpoints would you prefer to hold? What are your reasons for this?



3. What would need to change for you to hold this alternative view on your job?

4. What small steps can you take to allow these changes to happen?

Step 4: Reflection

- What insights did you gain from this exercise?
- How will you use these insights in the future?
- Has this exercise changed how you view work? If so, how?

SMART Goal Setting

Goals can relate to whatever is important to you. Examples include:

- I will do something nice for someone everyday this month.
- I will exercise 3 days a week for 4 weeks.
- I will learn a new skills.
- I will write in a gratitude journal one thing for which I am grateful for each day.
- I will turn off technology for 3 hours each day.

Is there an activity that you would like to try?

Use the SMART goal-making technique to brainstorm your goals.
SMART is an acronym that stands for:

- S Specific** – Goals should be specific, concrete, and straightforward.
Example: Walk for 30 minutes
- M Measurable** – Goals should be written down so that you know when you are accomplishing them. Detail the steps you need to take to help you track your progress. Example: 6 days each week
- A Attainable and Action-Oriented** – Goals should be realistic and attainable but they should also make you stretch. Example: I will walk. . .
- R Really, Really Motivating** – Goals should have a good reason for why they should be accomplished. You are more likely to succeed when you're really motivated to accomplish them.
- T Time-bound:** – Goals should have a start date and a stop date.

SMART Goal Examples:

This month, I will participate in exercises at least 3 days each week.

This month, I will turn off electronics an hour before bedtime.



Your **SMART** Goal:

What are the **benefits** of achieving the goal?

What can you **gain** if you achieve the goal?

What are the **barriers**?

What **steps** can you take to achieve your goal? (Ex: set a walking route, shoes)

- ---
- ---
- ---
- ---

Are you **ready to start**?

What **reward** would help you achieve this goal? (Ex: new shirt, new cooking tool)

Sources:

- Setting a Goal. (2011). Retrieved June 9, 2016, from <http://healthandwellness.vanderbilt.edu/news/2011/09/setting-a-goal/>
- Setting Physical Activity Goals (2014). Retrieved June 9, 2016, from <http://www.liveeatplay.colostate.edu/play/physicalactivity/firststep/goals.php>

Adapted by Shannon Carter, OSU Extension Fairfield County from worksheet developed by: Michelle Treber, OSU Extension, Pickaway County

TIME MANAGEMENT: TIME WASTER SURVEY

Have you ever “lost” an hour? Have you ever wished you could get time back?

To find out where your times goes, check off the “time wasters” (listed below) that apply to you:

SELF-IMPOSED TIME WASTERS (YOU DO THESE TO YOURSELF)	SYSTEM-IMPOSED TIME WASTERS (SOMEONE/THING ELSE DOES THESE TO YOU)
<input type="checkbox"/> Visiting with friends <input type="checkbox"/> Talking on the phone <input type="checkbox"/> Listening to music <input type="checkbox"/> Watching TV <input type="checkbox"/> Email, MySpace, Facebook, YouTube <input type="checkbox"/> Daydreaming <input type="checkbox"/> Not being able to say no <input type="checkbox"/> Worrying <input type="checkbox"/> Alcohol/recreational drugs <input type="checkbox"/> Not following the instructions <input type="checkbox"/> Making avoidable mistakes <input type="checkbox"/> Poor reading/study skills <input type="checkbox"/> Poor concentration <input type="checkbox"/> Lack of planning <input type="checkbox"/> Computer games/video games <input type="checkbox"/> Other:	<input type="checkbox"/> Over-long visits <input type="checkbox"/> Phone interruptions <input type="checkbox"/> Music/noise in the area <input type="checkbox"/> Waiting/delays <input type="checkbox"/> Roommate problems <input type="checkbox"/> Unclear assignments <input type="checkbox"/> Too many demands <input type="checkbox"/> Other people’s problems <input type="checkbox"/> Mechanical failures <input type="checkbox"/> Illness or fatigue <input type="checkbox"/> Lack of authority <input type="checkbox"/> Emergencies <input type="checkbox"/> Family <input type="checkbox"/> Meetings <input type="checkbox"/> Traffic congestion <input type="checkbox"/> Other:

The one time waster that has the most **NEGATIVE** consequences for me is ...

I am willing to reduce the time I waste on this activity: YES NO

If YES, I am willing to reduce the time I waste on this activity by ...

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