**Polestar Priority Management System**

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| **Step 1** | **Step 2** | **Step 3** | **Step 4** |
| **Identify Level I HPA Activity List** | **Create a “Ta Da” List** | **Qualify the Activities** | **Build a Weekly Calendar (below)** |
| **Level I’s are:**ProactivePreventativeNot urgentNo instant results**Examples:**Ask for two referrals a weekCreate a referral tracking sheetCreate an at a glance business planRun four times a week | Start on SundayList all potential **personal** activitiesList all potential **professional** activitiesCreate a Supplemental Call SheetInclude it allKnow that it will growAccept that you will not get it all completed | Find the Level I stuffFind the Level II stuff- grimaceFind the Level III stuff- think of boundariesFind the Level IV stuff- don’t do it | Select 3-5 Personal, Level I, activities per weekSelect 3-5 Business, Level I activities per weekSchedule only Level I activity on weekly calendar, leaving buffer zonesRevise and reschedule activity as necessary during the week.Move it, don’t lose it! |