**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:** Proactive Preventative Not urgent No instant results  **Examples:**  Ask for two referrals a week  Create a referral tracking sheet  Create an at a glance business plan  Run four times a week | Start on Sunday  List all potential **personal** activities  List all potential **professional** activities  Create a Supplemental Call Sheet  Include it all  Know that it will grow  Accept that you will not get it all completed | Find the Level I stuff  Find the Level II stuff- grimace  Find the Level III stuff- think of boundaries  Find the Level IV stuff- don’t do it | Select 3-5 Personal, Level I, activities per week  Select 3-5 Business, Level I activities per week  Schedule only Level I activity on weekly calendar, leaving buffer zones  Revise and reschedule activity as necessary during the week.  Move it, don’t lose it! |