

BIG ROCKS	Gravel/Pebbles	sand/water

If your week is seven buckets (days), and you go into each bucket without planning ahead, and you fill it up with little pebbles and grains of sand and whatever other debris comes your way ... soon there will be no room for the Big Rocks. Your buckets fill up faster than you know it, and once your buckets are full, you're done. You can't get bigger buckets.

What you can do is put the Big Rocks in first, and fill in the pebbles and sand around them. The Big Rocks are the major things you want to get done this week. The things you really value in life and that you want to give priority. Plan your week ahead of time, placing your Big Rocks first.

Remember, productivity isn't about doing a lot of stuff. It's about getting the important stuff done. But if you're running around doing all the little stuff ... sure, you did a lot and you were very busy, but how much did you really accomplish? Oftentimes we can look back on our week and say, "I didn't get a lot done, but I sure was stressed doing it!"

This is a way of getting the important stuff done. Sure, you'll still have to worry about the little stuff. But at the end of the week, you can look back and say that you've been productive and that your activity reflected your values. It makes a world of difference.

