

Priorities and Decision Making

ANSWER KEY*

Lessons Learned from the 80/20 Principle

1. Activity
2. Smarter, Harder
3. Organize
4. Evaluate
5. Schedule
6. Reacting
7. No

How to Say “No” Gracefully

1. Idea, Person
2. Best Interest
3. Creatively, Alternative

On Making the Most of Your Time

1. To do
2. Priorities
3. Perfectionism
4. Question
5. Tension
6. Clutter
7. Procrastination
8. Interruptions, Distractions
9. Weaknesses
10. Calendar

Self Evaluation: Three Wise Questions...

1. Required
2. Return
3. Reward

Date Last Revised: June 21, 2010

*MLM Book 1, Lesson 4

This course was originally designed by Equip Ministries, founded by John Maxwell. For more information on this and other John Maxwell leadership courses designed by Equip Ministries, go the website: www.iTeenChallenge.org
