



TOPIC:
Self-Leadership/
Managing
Priorities

HOW DO YOU SUCCESSFULLY MANAGE PRIORITIES?

25

Bill Hybels

*Founder and Senior Pastor,
Willow Creek Community Church*

VIDEO SUMMARY:

In this clip, Bill Hybels describes the work habits of effective leaders. He describes the 6x6 system, by which prioritizes his most important initiatives.

DISCUSSION QUESTIONS:

1. Bill Hybels says that energy is a leader’s greatest asset. In order to maximize his energy and accomplish his priorities, he utilizes a strategy he calls 6x6. The concept is simple. On an index card, he 1) identifies a six-week time period and 2) pinpoints the top six contributions he needs to make during that timeframe. He then arranges his daily schedule around his 6x6 plans.

Take the next 15 minutes for personal reflection.

- a) Brainstorm your personal 6 by 6. Write your thoughts in the space below.

<p>Six weeks starting _____ and ending _____</p>
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.

- b. Next, pick one of the ideas you wrote above and identify a few ways you could re-arrange your daily and/or weekly schedule to accomplish this priority. Write those thoughts below.



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2. Share your 6 by 6 with your team. Invite their thoughts and feedback.

3. Discuss how this exercise impacted you. Did it lead to any new insights or clarity?

4. Finish your time by transferring your 6 by 6 priorities onto an index card and place it in a prominent spot in your office. Schedule a time to meet with your supervisor in six weeks to reflect on your progress and to identify new 6 by 6 goals.