

Creative Living



Monday, January 16, 1989 O&E

(D1E)

ABCs of setting priorities

Q: You keep writing about prioritizing goals but I'm not sure how to go about it. Can you explain a system?

A: There are several methods of prioritizing, but one approach I like is described by Alan Lakein in his classic goal-setting book, "How to Control Your Time and Your Life." Lakein suggests making three columns labeled A, B and C. From a random list you have already made, each goal is placed into one of the columns, with A being most important and C the least.

Next he suggests going back to the second column and moving all the items listed under B either up to the A column or down to the C list, so that nothing remains under B. The C priorities can then be tucked back into the recesses of your life and you can concentrate on the goals in your A column.

If decision making is difficult for you, try the process of elimination. Decide what is least important to you. If you did without accomplishing a certain goal, would it matter? If you list 50 goals, then the least worthwhile would be number 50, the next least important number 49, etc.

Low-priority items sometimes hold you back from accomplishing greater things. You must decide either to ignore an unimportant idea and proceed without it's being done, or place it at a higher level and get it accomplished before tackling other vital items.

You must recognize that you can't do everything. Some peo-



organizing

Dorothy Lehmkuhl

ple want to categorize almost all goals an A. If too many objectives appear on your A list, ask yourself what you want to be remembered for? It might be necessary to repeat the process for your A column and then concentrate on achieving your first three to five goals.

This process doesn't happen overnight. It will probably take a period of time to decide what is most significant to you, considering your talents, your environment and a time frame for your life's accomplishments.

Because of space limitations, I have only briefly outlined the prioritizing options. A more complete discussion of goals and procrastination will be covered in my Goal Power workshop, the first of my Organizing for Success series starting soon at Schoolcraft College CES, Troy (Schools) Adult Education and the Birmingham Community House. Contact the appropriate center for information.

condo queries

Robert M. Melsner

Q: I am a developer of a condominium project and have been asked by the advisory committee to provide it with funds in order to retain an attorney for the advisory committee prior to the turnover. Can I do so?

A: Presuming that the advisory committee was established in accordance with the condominium documents and wishes to engage counsel to represent it in behalf of the homeowners regarding issues which would be under the jurisdiction of a condominium association if it were controlled by the co-owners, I believe that you would have justification in funding the advisory committee from association funds.

Indeed, I think it would be a prudent and honorable thing to do on the part of the developer, which would send a message to the homeowners that the developer is reasonable and is legitimately concerned about the rights of the homeowners being protected. I would also encourage you to have your own attorney work with the advisory committee and/or its lawyer in an effort to prepare the homeowners for the taking over control of the association.

Q: My friends took your class on condominium operation at Wayne State and heard you mention the fact that a board of directors should have a series of resolutions in its records concerning its operation of the association. Can you give me some brief insight into what you mean?

A: Of course it's hard to summarize in a short answer my discussion with students in our class regarding resolutions necessary by a board except to suggest that in regard to enforcement of bylaws, collection of assessments and the conduct of board meetings and annual meetings, the board of directors should adopt formal resolutions regarding the procedure and technique for all these activities and put them in writing.

The board may wish to disseminate these resolutions to the members of the association so that they are on notice of these resolutions. Of course, successive boards can change the terms and conditions of these resolutions but, at least, they are in writing and serve as a basis by which future boards will have some inkling of what transpired prior to their involvement. Continuity, of course, is a key in successful operation of any condominium association.

Robert M. Melsner is a Birmingham attorney specializing in condominiums, real estate and corporate law. You are invited to submit topics which you would like to see discussed in this column, including questions about condominiums, by writing Robert M. Melsner, 30200 Telegraph Road, Suite 467, Birmingham 48010. This column provides general information and should not be construed as legal opinion.



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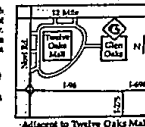
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