BRAIN DUMP

NEXT STEP

TASK 1

TASK 2

TASK 3

TASK 4

TASK 5

TASK 6

TASK 7

TASK 8

TASK 9

TASK 10

PRIORITY SETTING

We all have so much on our to-do list it is often difficult to know where to start.

Remember: there are only 168 hours in a week. Be realistic as to what you can achieve.

Ask yourself these questions to help you set priorities when everything is urgent!

- Does this take me closer to my goal?
- Does this lighten my mental load?
- Which of all tasks will give the highest payoff/make me money?
- If today I could do only 3 or 4 tasks of value, that will have a real impact, what would they be?
- Does this have to be done today?
- Does it have to be done at all?
- What's the value in getting this done?
- What's the risk if I don't?
- Which of the projects does the boss consider most vital?
- What will happen if I don't do the above projects today? Who will find out? Who will suffer?
- Which items in my previous days TO DO list should I work on today?

MY TOP 3 PRIORITIES ARE:

NOTES