

PRIORITY SETTING



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

Use this matrix to help you set priorities when everything is urgent!

Work through your to-do list and ask yourself is the task urgent or not and is it important or not. Plot each task in the relevant quadrant. Then work from 1 - 3 to put more focus in your day:

| | URGENT | NOT URGENT |
|---------------|--|--|
| IMPORTANT | <ul style="list-style-type: none"> • Crises • Pressing Problems • Deadline-driven projects, meetings, preparations | <ul style="list-style-type: none"> • Preparation • Prevention • Values clarification • Planning • Relationship Building • Relaxation |
| | 1 | 2 |
| NOT IMPORTANT | <ul style="list-style-type: none"> • Needless interruptions • Unnecessary reports • Unimportant meetings, phone calls, email • Other people's minor issues | <ul style="list-style-type: none"> • Trivia, busywork • Some phone calls • Games on phone/Facebook |
| | 3 | 4 |

Think about the following questions to further clarify in which quadrant each task should fit:

- What's the value in getting this done?
- What's the risk if I don't?
- If today I could do only 3 or 4 tasks of value, that will have a real impact, what would they be?
- Which of all priorities will give the highest payoff/make me money?
- 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?
- Does this take me closer to my goal?
- Does this lighten my mental load?
- Does this have to be done today?