

Prioritizing



Prioritizing your daily tasks is key to successful time management. When you prioritize, you make sure you accomplish the most important tasks first. Make time management a habit — your stress level (*and your boss's!*) will thank you. Follow this process:

1. Start with a master list.

Write down every single task, both mundane and critical, that you need to accomplish. Don't rank the items at this point. Be sure to include routine duties.

2. Determine the top priority *A-level tasks* — things that will lead to significant consequences if not done today.

Focusing on consequences creates an urgency factor so you can better use your time. If you have a scheduled presentation today, that task definitely hits the A-list.

3. Categorize the rest of the tasks.

B-level tasks: Activities that may have a mildly negative consequence if not completed today

C-level tasks: Activities that have no penalty if not completed today

D-level tasks: D is for delegate. These are actions that someone else can take on.

E-level tasks: Tasks that could be eliminated. Don't even bother writing an E next to them — just mark them out completely.

4. Everything is not a crisis - So, rank the tasks within each category.

A-level tasks obviously move to the top of the list, prioritize them in order: A-1, A-2, A-3, and so forth.

What about the D items? They're ripe for being delegated to someone else! Consider the *85/10/5 rule*:

People tend to invest 85% of their time on tasks that anyone could do, 10% of their time on tasks someone else could handle, and just 5% of their time goes to tasks only they can accomplish.

So, hone in on the critical 5% and recognize the remaining tasks that are easiest to delegate.

5. Repeat this process each day.