PRIORITIZING TASKS

When everything feels urgent, it may be time to take a step back and put things in order. Stephen Covey said it best: “The key is not to prioritize what’s on your schedule, but to schedule your priorities.”

Allowing yourself to hop from one task to another without a plan can leave you spending too much time on things that aren’t important and scrambling at the end of the day to get the important things taken care of.

If you feel like you’re in a never ending cycle of catching up on tasks, try this week’s challenge. You’ll feel refreshed knowing that you’re getting the important things done and making time for the right things at the right time.

THIS WEEK’S CHALLENGE:

Step 1: Make a list of everything you need to get done today.

Step 2: Using this Eisenhower Decision Matrix, categorize your tasks.

Step 3: Now, reorganize your task list in order from the top left of the matrix to the bottom right.

Try doing this each morning before starting your work day.

KEEP ON LEARNING

- Need to learn more about prioritization and time management? Click here to reserve your spot in live session “Make the Most of Your Time,” March 5 at 1 p.m. You’ll learn techniques to overcome procrastination, set personal boundaries, and prioritize all the tasks you do every day. You’ll also learn proven techniques for saving time and leave the workshop confident, efficient, and ready to take action. Registration is open to 45 participants.