

Tool 12-10

Time Management

PRIORITIZATION OF TASKS

RATE YOUR TASK BY SEEING WHICH OF THESE STATEMENTS DESCRIBES IT.	SCHEDULE YOUR TASKS IN THIS ORDER.
<ul style="list-style-type: none"> <input type="checkbox"/> This is urgent. It needs to be done today. <input type="checkbox"/> This is important. It will affect my family, my career, or my goals if not done today. <input type="checkbox"/> This will lose value if not done today. <input type="checkbox"/> This will cause problems or embarrassment if not done today. 	<p style="text-align: center;">A</p> <p>Schedule these items first.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Someone else is waiting for this to be completed so they can continue a larger project. <input type="checkbox"/> This has a deadline attached to it. <input type="checkbox"/> This is not urgent to do today, but it is a part of a goal that is important to me, my family, or my workplace. 	<p style="text-align: center;">B</p> <p>Schedule these second. If you do not complete them, move them to the next best day to work on them.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> This is not highly important or urgent. <input type="checkbox"/> This has no deadline attached to it. <input type="checkbox"/> This is an optional activity. 	<p style="text-align: center;">C</p> <p>These are optional. You can drop these or move them to another day.</p>

A These items are important and urgent. If you don't do them today, they will lose value or cause problems. These are your high-priority items on your task list. Do them today.

B These items are important, but not urgent. The deadline may be farther off, or they may be developmental tasks that will help you in the long run. If you don't do them today, be sure to reschedule them. If they slip between the cracks, they'll cause problems. As their deadlines approach, they also become more urgent and move into the A category and you won't have a choice on when to do them anymore.

C These are not urgent or important. These are often the items that we keep pushing off to another day. Reconsider whether these need to be done at all. If you have rescheduled them three times, chances are these can be dropped from your list.