



Prioritisation

You can only have one priority.

You can have lots of important things to do. And lots of urgent things. And lots of things that you want to do most. And lots of things that need doing. And lots of trivial things. And lots of things that other people would like you to do...

But you can only have one thing at the top of your list. If you have two, you don't have a priority.

Here is one way of prioritising your work. There are lots of others.

Before you go home at the end of the day, write a list of all the things you are going to do tomorrow.

Look at it and decide **which one is your priority** – the one which you really need to make progress on tomorrow.

Go home.

On your way into work in the morning, concentrate on this priority, and promise yourself that, whatever happens, you will make some progress towards achieving it.

Think about when you are going to do it in your day. It won't necessarily be the first thing you do. It may need you to be in the right frame of mind. It may need to include others.

When you arrive at work, look at your list. Put the tasks into an order for the day. But put your priority task in its right place **first**, when you can give it the right amount of attention and make the most progress

You can mix up the others in any way you like.

Something you want to do can come first (it will get you off to a good start). The urgent meeting may come next. Then three quick phone calls. Perhaps you will do the "dreaded task" just before lunch (so you can treat yourself for getting it done).

But make sure there is **adequate time** for your one priority. Don't crowd it out. Tell people that you are doing it. Maybe ask not to be disturbed. Celebrate it afterwards, on your own or with other people.

Keep this up, and you'll soon find that you are giving the **right** amount of attention to the **right** things in the **right** order.