Prioritizing Made Easy

Three ideas for prioritizing tasks:

1. Brain Dump: Jot down all your tasks in one place as they come to mind. In school, teachers call it brainstorming, but we will use the term Brain Dump, just dump the information down and get it out of your mind.
2. Order of Importance: Look at the "brain dump" list and organize them in order of importance.
3. Timeline: Put together a timeline prioritizing by urgency and importance- that need to be done immediately, this week, this month and the leftovers (or tasks that you can delegate)

Prioritizing your tasks will help to increase productivity and give you more focus.

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BRAIN DUMP

ORDER OF IMPORTANCE

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TIMELINE

Do Immediately

Do This Week

Do This Month

Leftovers

Month or Year

BRAIN DUMP

Just write all your tasks as they come to you, list in order of importance, and distribute by priority on the timeline.

ORDER OF IMPORTANCE

Look at list and distribute

TIMELINE

Do Immediately

Do This Week

Do This Month

Leftovers