

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Prioooooritize Tasks

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It is essential to always give your tasks a priority rating. You can use an alphabetical or numerical system. The following are examples of how to rate your tasks:

Priority A - accounts for 60-70% of your time use. This priority is essential to your lifelong goals.

- Making decisions
- Controlling
- Delegating
- Planning
- Empowering
- Organizing

Priority B - accounts for 20-30% of your time This goal you want to achieve and enjoy

- Research
- Attending meetings
- Operation of organization
- Negotiating

Priority C - accounts for 5-15% of your time., You don't have to do this; nice to have but not necessary.

- Attending non-productive meetings
- Interruptions
- Mail, reports

If you don't prioritize what you do, you will constantly be responding to other people's expectations and will become frustrated at not achieving your goals.

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