

Productive to the Max

Productivity

Performance

Profitability

Prioritize the Important

MaxTips September 2008

Do you prioritize on the run? Do you have a list of things to do in your head or even written down, but have not allocated an importance rating to them? You probably will find yourself flying by the seat of your pants (or someone else's pants) on a regular basis. This can drive you nuts.

Of course, you cannot prioritize tasks, if you haven't set goals, broken them down into action plans and specific tasks with deadlines. That is your first step.

The next step is to prioritize by number or letter.

Priority A-the urgent and important priority, of course, takes precedence over everything else. This will have great ramifications if not accomplished. However, be aware that sometimes the urgency is on the part of someone else, not you. If the same areas are always urgent, it is time to take a look at preparing and planning ahead or analyzing your response to the urgency so it does not happen again. If you always have too many Priority "A's, "it is time to get some help.

Priority B- is the priority that is important but not urgent. This accounts for 60%-70% of your time. These priorities will change your life. These include:

- Making decisions
- Setting objectives
- Planning and preparing
- Designing action plans
- Organizing and delegating
- Taking Initiative

Priority C- is urgent but not important. This is sometimes urgent to someone else but not necessarily to you. These include:

- Interruptions

- Some calls, some meetings, some mail
- Improper delegation
- Drop in visitors
- Unnecessary reports
- Unimportant meetings
- Pet projects
- Timewasters

Priority D- is the priority that is not urgent and not important. These include:

- Doing other's work
- Busy work
- Junk mail
- Some telephone calls
- Time wasters
- Escape/pleasant activities
- Fun easy things
- Surfing the net
- Excessive TV
- Too much socializing

When you prioritize, you determine what needs to get done and in what order you should perform the actions. Take a look at all the tasks you have to perform on a daily basis and assign a priority to each. Keep reprioritizing as the day goes on. Complete your tasks and reward yourself for a job well done!