

HOW TO SET PRIORITIES

© Eric Partaker

When your plate is too full

FOR INDIVIDUALS List out what needs to get done. Use the below 3 tools to make decisions, prioritize & schedule.

Eisenhower Matrix

Urgent

Non-Urgent

Important
Unimportant

DO IT NOW	SCHEDULE IT
DELEGATE IT	DELETE IT

3-3-3 Method

h/t Oliver Burkeman

Plan your day to complete:

- 3** hours of deep work on an important project
- 3** urgent tasks like crucial meetings, emails, to-dos
- 3** maintenance tasks for a smoother life

Time Blocking

h/t Cal Newport & Nir Eyal

1. Set blocks of time on your calendar.
2. Schedule a specific task in each block.
3. Focus only on that task during the assigned block.

9 - 12 Focused Work
12 - 1 Break
1 - 2 Urgent Tasks
2 - 3 Gym
3 - 4 Other Tasks
4 - 5 Calls/Emails

FOR TEAMS Be sure your team has clear goals. Gather all team tasks. Use the below 3 tools to plan, prioritize & collaborate.

ABCDE Method

h/t Brian Tracy

Prioritize tasks based on consequences:

A	Highest priority for today; severe consequences if not done
B	Important to do today; minor consequences if undone
C	Nice to do today; no consequences if undone
D	Delegate if possible; focus on A/B/C tasks instead
E	Eliminate entirely; stop doing unimportant tasks

MoSCoW Method

h/t Dal Clegg

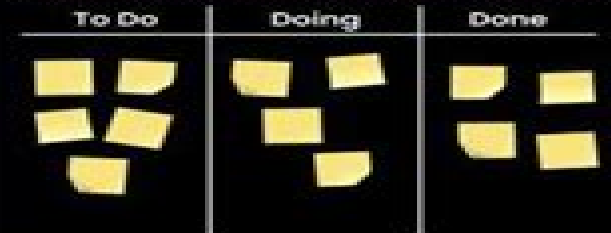
Sort tasks into categories:



Kanban Board

h/t Taiichi Ohno

Organize & coordinate your team's priorities:



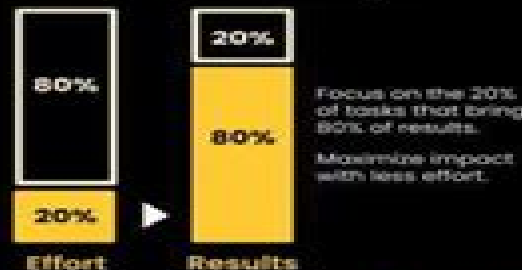
FOR LEADERS Focus is key. Know your top goals. Avoid doing too much. Use the below 3 tools to prioritize & streamline.

Warren Buffett 25/5 Rule

1. Make a list of your top 25 projects & initiatives.
2. Rank them by importance.
3. Do the top 5.
4. Ignore the rest.



Pareto Principle



Theory of Constraints

h/t Eliyahu Goldratt

Find & fix the system's bottlenecks to go faster



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