



Ascension

Priorities

1). Write down everything you have to do, then break it down by monthly, weekly, and daily goals

Prioritize tasks that need to be done today, goals you have for this week, and the accomplishments that would make you feel like the past month has been a success.

2). Prioritize tasks using the Eisenhower Decision Matrix

Start with tasks that need immediate attention such as work that, if not completed by the end of the day, will have serious consequences (missed deadlines; holding up work flows; etc.).

3). Spend most of your time working on not urgent but still important tasks to avoid frantic frenzy.

If you pace yourself and work on important things that are not urgent, you can complete items before they become emergencies. This will provide a sense of accomplishment and also peace of mind.

4). Rank your work priorities with the Ivy Lee Method.

Despite our best efforts, we can still end up with a massive list of urgent and important tasks. This method can help:

1. At the end of each work day, write down the six most important things you need to accomplish tomorrow. Do not write down more than six tasks.
2. Prioritize those six items in order of their true importance.
3. The next day concentrate only on the first task. Work until the first task is finished before moving on to the next one.
4. Approach the rest of your list in the same fashion. At the end of the day, move any unfinished items to a new list of six tasks for the following day.
5. Repeat this process every working day.

Limiting yourself to six tasks (or less) each day forces you to prioritize properly and stay focused by single-tasking your way through your list.

