

TASK PRIORITIZATION WORKSHEET

AT THE START OF YOUR DAY:

WHAT WOULD YOU LIKE TO DO TODAY?

SELECT THE TOP 3-5 TASKS THAT YOU CAN'T AFFORD TO SKIP TODAY:

Order them from most to least important.

ARE THERE ANY APPOINTMENTS, MEETINGS, OR OBLIGATIONS THAT YOU CAN'T MISS FOR TODAY?

Great, now go to your calendar and block out/set reminders for any appointments that you can't miss.

AT THE END OF YOUR DAY:

COMPARE WHAT YOU HAVE ACCOMPLISHED AGAINST WHAT YOU WANTED TO GET DONE.

WHAT I WANTED TO DO:

WHAT I DID:

PAY ATTENTION TO THE DIFFERENCES:

- DID YOU UNDERESTIMATE OR OVERESTIMATE HOW MUCH THESE TASKS WILL TAKE YOU?
- WERE THERE ANY TASKS THAT FELT IMPORTANT BUT WEREN'T?
- DID YOU DO ANY TASKS THAT WEREN'T ON THE LIST? WHY? WHAT CAN YOU DO TO PREVENT THAT FROM HAPPENING AGAIN?

SELECT ONE SMALL STEP YOU CAN IMPROVE ON TOMORROW, THE SMALLER THE BETTER:

You can skip this section if it becomes too cumbersome.

I would recommend doing it at least once or twice a week.

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