Prioritizing Pocketbook

When setting your priorities, you should ask yourself the following questions:

What needs to be done immediately?

When should I start working on the task?

What has not been done that should be done?

**Brainstorm**: How do you prioritize your tasks?
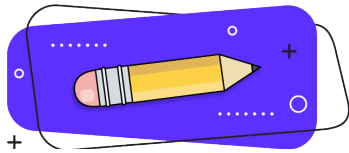
Collect a list of all your tasks
Make a list of everything you want to complete at this stage; it doesn't matter the order. This will be considered your master list.

Identify high priority vs. Important
Decide which ones need to be completed immediately and which tasks can wait. Once you decide, re-write your list with the urgent tasks at the top and move down to the least important.
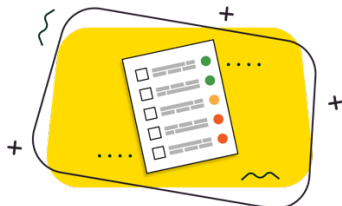
Order tasks by effort
If there are tasks that are equal priority decide which one is going to take the most effort. You will want to start with this one and move on to the ones that won't take as much effort to complete.

Be Flexible
Unfortunately, things don't always go as planned so it is possible your priorities will change. You will still want to stay focused on the tasks you want to complete.

Know when to stop
Focus on the tasks you know you need to accomplish for the day. If there are things on your list that can wait, move them to the next day's list.