

# pri·or·i·ti·za·tion

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## How to Determine Priority?

# Time Management Quadrant

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

Source: *First Things* by Stephen R. Covey

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IMPORTANT	<div>1</div> <ul style="list-style-type: none"><li>• Crisis</li><li>• Pressing Problems</li><li>• Deadline-driven projects</li></ul>	
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NOT IMPORTANT	<div>3</div> <ul style="list-style-type: none"><li>• Interruptions, some calls</li><li>• Mail, some reports</li><li>• Some meetings</li><li>• Many proximate, pressing matters</li><li>• Many popular activities (Social Media)</li></ul>	

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## Questions to Ask to Determine Priority

*When is the deadline?*

*How large is the project?*

*How many people are involved?*

*How long will it take?*

*How many revisions likely?*

## STEP 1:

Know your  
priorities.

*Annually*  
*Quarterly*  
*Monthly*  
*Weekly*  
*Daily*

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Daily OBC your  
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## STEP 2:

## STEP 1:

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## STEP 3:

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your top 3 first.

OR  
have scheduled time  
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## BIGGEST FAILURES

*Don't ask questions up front  
Don't get real answers up front  
No gravel time  
Don't schedule time or enough time  
Don't do what it takes to get done  
and done to best of ability*

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"Points for successful prioritization.  
Points for efficiency and productivity.  
Points for doing work that matters.  
No points for busy."

– Seth Godin

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