

HOW TO SET PRIORITIES

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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	1 DO IT NOW	2 SCHEDULE IT
Unimportant	3 DELEGATE IT	4 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

- Set blocks of time on your calendar.
- Schedule a specific task in each block.
- 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

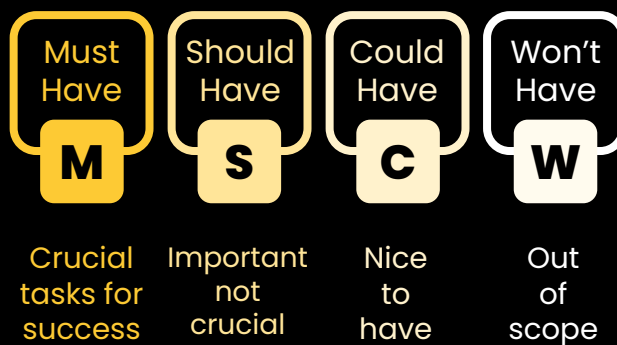
Prioritize tasks based on consequences

- 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 ABC tasks instead
- E** Eliminate entirely; stop doing unimportant tasks

MoSCoW Method

h/t Dai Clegg

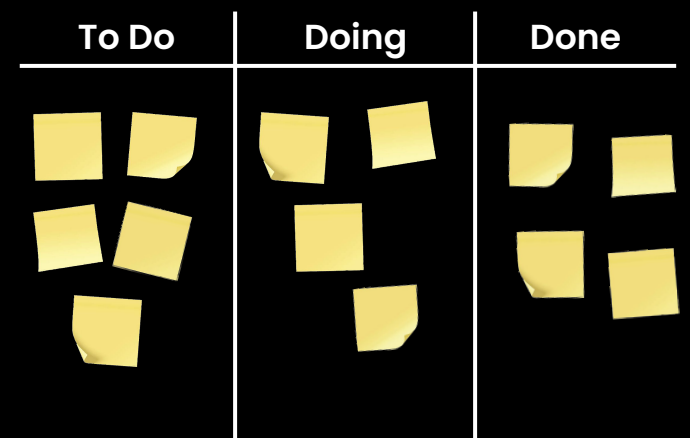
Sort tasks into categories:



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.

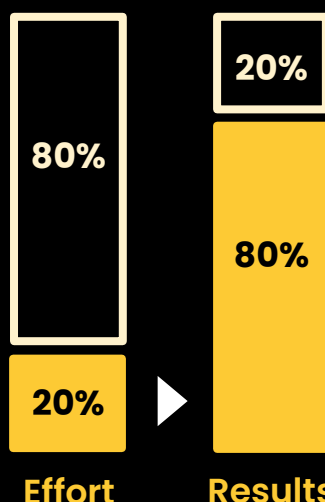
Warren Buffett 25/5 Rule

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

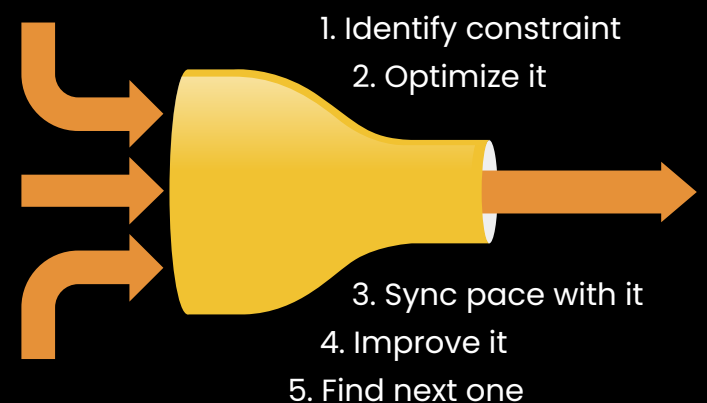


Focus on the 20% of tasks that bring 80% of results. Maximize impact with less effort.

Theory of Constraints

h/t Eliyahu Goldratt

Find & fix the system's bottlenecks to go faster



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