Balancing Priorities

How to Successfully Manage Tasks, Deadlines, and Expectations

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Set Relevant Goals,

- Goals help you decide what's important, focus on what really needs to be done, and avoid time-wasting activities.

Prioritizing Activities and Tasks

- To decide where to focus time, organize activities and tasks into their level of urgency/importance.
    - High Urgency/High Importance
    - High Urgency/Low Importance
    - Low Urgency/High Importance
    - Low Urgency/Low Importance

Identify Work Others Could Do

- To delegate successfully, choose the right person, communicate clearly, remain available, avoid micromanaging, check in occasionally, and create a delegating plan.

Organize Yourself

- Keep what you need close at hand.
- Name files so they are easy to retrieve.
- Sort email into folders.
- Handle email and documents only once.
- Archive what's no longer current.
- Schedule time to maintain organization.

Schedule Everything

- Put it in writing.
- Include *everything* you need to do.
- Schedule activities of high concentration at times your most alert.
- Include time for routine tasks.
- Allow "contingency" time for the unexpected.
- Include time for planning, and reflecting.
- Be realistic.
- Review and revise regularly and whenever things change.

Manage Conflicting Expectations

- Explain your priorities and why they matter.
- Show respect for others' priorities.
- Be willing to negotiate.

To Make the Best Use of Your Time

- Stop procrastinating.
- Focus on one activity at a time.
- Do things only once.
- Avoid doing unnecessary work.
- Reduce distractions.
- Stop when you reach "good enough."
- Use technology efficiently.
- Reduce the number of unnecessary meetings you attend.

To Make the Best Use of a To-Do List

- Review and update your to-do list every day.
- Lists all tasks and activities you need to do on a given day, even those that seem minor.
- Note the time that you will spend on each activity.
- Check off things when you've done them.
- If you cannot do or complete an activity that needs to be done, schedule it for another day.

Use Technology to Stay on Track

- Choose the right tool for the job.
- Select tools that are easy to use.
- Avoid choosing tools just because they're trendy.
- Learn to use tools properly.
- Remember that it's okay *not* to use technology.

My Schedule

Date:

Time of Day From – To	Activity