



Checklist 11 - Prioritize

Project Name: _____ Date: _____

Yes No

To become a successful person, you need to set your priorities. When a lot of work gathers, you become exhausted and cannot do all the tasks effectively. So prioritizing tasks based on their importance is the perfect way to get successful. Create a daily routine and prioritize your tasks accordingly. You cannot call every task as your "top priority", so you have to choose wisely. Here is how you can prioritize your tasks:

Make A List Of Your Tasks:

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | Make a list and include all the tasks that you want to do in a day. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Now do not leave out even a minor task from the list as this list will be your to-do list, and you'll do only those tasks that are mentioned on it. | <input type="checkbox"/> | <input type="checkbox"/> |

Identify Your Most Important Tasks:

- | | | | |
|---|---|--------------------------|--------------------------|
| 3 | From the list, identify which tasks need to be done immediately. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Choose those tasks that will have a negative consequence if not done by the end of the day. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Separate out your Urgent tasks and make sure to do these immediately. | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

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Separate Tasks Based On their Value:

- 6 Start assessing the value of tasks on your list.
- 7 Separate those tasks that have higher importance than others and make them your priority.
- 8 Your priority list will be based on the tasks that have the most important to you, and they need to be done by the end of the day.

Priority Order:

- 9 Start by picking up that task, which will consume more energy and effort.
- 10 Now, add this task to the top of your priority list.
- 11 You can also add the lengthiest task in the first row of your list and get it done before all the
- 12 If you think that the lengthier or the master task will take a lot of time, go towards the shorter tasks and get them done first.

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Flexibility Should Be There:

- 13 Make your priority list a bit flexible so that you can change your priorities when needed.
- 14 Try to adapt to the newly added priorities in your list and the change of the routine.
- 15 Stay committed to your tasks and completed them on time.

Do Not Avoid Cutting Off the Excess:

- 16 After setting up your priorities, look up for the extra tasks.
- 17 Start cutting off these extra tasks and focus on your priorities.

Maintain A balance:

- 18 You have to maintain a balance between all the tasks even if they are not so important if they in your list so they should also be given attention.
- 19 Lastly, do not lose your focus and stick to your priorities; this is how you'll achieve success by the end of the day.

Notes