

Setting &

Managing Priorities

Develop skills to prioritize tasks, manage deadlines, and align goals with personal motivation. This module focuses on evaluating tasks, communicating priorities, and using project management tools.

Schedule time for high-priority tasks and stick to it.

Decline tasks that don't align with your goals.

Adjust deadlines based on workload and task importance.

**Use
Deadlines**

**Say No
Clearly**

**Negotiate
Deadlines**

**List and
Prioritize**

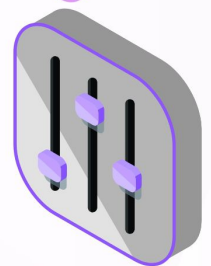
**Minimize
Low-Value
Tasks**

**Communicate
Openly**

Evaluate tasks and focus on the most important ones.

Prioritize solutions that reduce trivial tasks.

Understand team perspectives on priorities.



Top 10 Teaching Points

1

Write a list of all your tasks, responsibilities, and goals, evaluate which are most important, and work on those first.

2

Make deadlines work for you by taking the initiative to schedule time to tackle your highest priority items and resolving not to miss your appointment.

3

The greatest goal is the one you'll actually work on, so as you set priorities be honest about whether you'll really be motivated to achieve them.

6

If something is not important to you, doesn't align with your goals, and has no harmful consequences attached, say a clear and respectful no.

7

Keep open lines of communication with stakeholders or team members to understand their perspectives on priority conflicts.

To avoid watching precious time tick away on repetitive, small-stakes tasks, prioritize solutions that minimize urgent but unimportant to-do list items.

4

Some of what's on your to-do list is not going to be particularly meaningful to you, but if an unmet obligation will have big repercussions, move it up the list of priorities.

5

If deadlines are flexible, negotiate for extensions or adjustments based on current workloads and the relative importance of tasks.

8

Identify tasks that can be delegated to others with the right skills and capacity.

9

Utilize project management software and time management techniques to organize, prioritize, and track progress on tasks.

10

KEY

TAKEAWAYS

01

Managing Deadlines and Motivation

02

Balancing Meaningful and Obligatory Tasks

03

Delegating and Minimizing Low-Value Tasks

04

Communicating and Negotiating Priorities

05

Evaluating and Setting Priorities