

## Top Tips

### Prioritising Tasks

Given the large number of tasks an individual is expected to complete during a day, it becomes necessary to put these in order of priority, so that the most important or urgent tasks get done first. The first step to effective prioritising is to list all the tasks as a 'to do' list. Then consider whether these are:

#### Necessary

- Does the task need doing at all?
- Do you do it from habit when its usefulness has passed?

#### Appropriate

- Should you be doing it yourself?
- Should you be delegating it to someone else?

#### Efficient

- Could it be done in a better, quicker way?

Also, distinguish between:

#### Important

- Will it make a difference to the business, your role or your performance in your role?

#### Urgent

- Does it need to be done by a certain time?

Having listed your tasks on your to do list or diary, prioritise them as:

#### A's

- must be done today

#### B's

- should be done today

#### C's

- could be done today

Use whatever timescale meets your needs. If you find you have a lot of A's, you may need to further prioritise into A1, A2, A3, etc. Be aware:

- Priorities may change with time, so keep your plans fluid
- Items seldom get more important, only more urgent.
- When you have finished your prioritising, make sure that you start by tackling your A1's first!

## Prioritisation Grid

	<b>More Important</b>		
<b>Less</b>	<p>Items in this box are important but not urgent <b>DIARISE IT!</b> <i>i.e. prepare a OTOM with a team member.</i></p> <p>The main danger here is that you may leave these tasks until they become urgent; plan them into your schedule, and complete them on time.</p>	<p>Items in this box are both urgent and important <b>DO IT!</b> <i>i.e. schedule cover for a team member's absence the next day.</i></p> <p>The dangers are that you may do these tasks hurriedly or badly; spend as much time as is necessary to get the job done properly.</p>	<b>More</b>
<b>Urgent</b>	<p>Items in this box are neither urgent nor important <b>DUMP IT!</b> <i>i.e. reading advertising circulars.</i></p> <p>The danger is that you may waste too much time doing them; ask yourself whether you should be doing them, and if not, discard or delegate them. If you must do them, spend the minimum time necessary.</p>	<p>Items in this box are urgent but not important <b>DELEGATE IT!</b> <i>i.e. arranging to provide some information for someone in another department in Konica Minolta.</i></p> <p>The dangers are that you may spend too much time on doing these tasks; deal with them as they arise, as quickly as possible.</p>	<b>Urgent</b>
	<b>Less Important</b>		

For related topics see Top Tips:

- **Analytical Thinking**
- **Decision Making**
- **Planning**
- **Project Management**
- **Time Management**