

PRIORITIZE



In Spite of Overwhelm

7 STEP STRATEGY

Process | Video | Worksheet

FOR PEOPLE WHO WANT TO FEEL GOOD & GET THE RIGHT STUFF DONE

1

RECOGNIZE THAT YOU ARE OVERWHELMED

Ask yourself:

- What do I think?
- What do I feel?
- What do I need?

MIND MAP ALL THE PROJECTS, TASKS, EVENTS & DEADLINES - MESSY IS GOOD - JUST GET IT ALL OUT ON PAPER

2

3

CIRCLE EACH ITEM WITH DIFFERENT COLORED PENS TO IDENTIFY THE AREA OF LIFE AND MAKE IT EASY TO SORT.

- for example Green Pen for all things financial

MOVE EACH ITEM TO AN AREA OF LIFE LIST ON THE STRATEGIZE, PRIORITIZE, ACTUALIZE WORKSHEET INCLUDED - SEE EXAMPLE

4

5

GATHER ALL THE DETAILS, DATES & DEADLINES AND ADD THAT TO THE WORKSHEET NEXT TO THE RELEVANT ITEMS

GIVE EACH ITEM A VALUE AND AN ORDER OF IMPORTANCE

ABC - Level of Importance

123 - Order of Priority

D - Delegate to _____

6

7

KNOCK OUT ALL THE PRIORITY DEADLINE ITEMS AS SOON AS POSSIBLE. THEN TIME-BLOCK THE REST OF THE SPECIFIC TASKS ON YOUR CALENDAR & FOCUS ON ONE THING AT A TIME.