



# How To Start Living And...

## PRIORITISE



## Our Top Tips to Help You Prioritise

**These Top Tips are designed to be used in conjunction with the matrix found in [How to Prioritise](#)**

Many of us spend too much time on tasks that are **urgent and important**. This can be an exciting and productive experience however, you need to decide whether you want to work like this most of the time. Prolonged deadline chasing has a significant impact on morale and efficiency and can increase your levels of stress affecting your health.

Your ability to prioritise effectively will improve with good assertive and time management skills

- **Assertive behaviour will help you prioritise effectively** by indicating your plans to others, clearly and not aggressively
- **Most time needs to be spent on a small but very important number of tasks** rather than the unimportant ones that may be someone else's priority and a distraction to your plans
- **Delegate as much as possible**, you can still remain responsible for the final result
- **Spend time at the start of the each day planning**, make your priority 'TO DO' list then critically review it: e.g. Tasks not being completed, same jobs appearing regularly, jobs not being done? Identify why and look for solutions
- **Reserve blocks of time for different activities**. Don't jump from job to job e.g. group essential phone calls together, let your answer phone take messages & return the calls at your convenience
- **A flexible and problem solving outlook** will allow you to manage interruptions or distractions effectively. These are often frequent and repetitive demands or tasks which cause you to stray from your main priority
- **Use the strengths and skills you already have**, acknowledge what you are good at and this will help you prioritise the tasks and demands on your list
- **Make the best use of available technology**, e.g. checking your emails too often is a real timewaster and can distract from your priority task. Decide on set times you will check & respond, then advise others that this is what you do
- **Be realistic about what you can do**, knowing your limits and focusing on your strengths will result in your time being used more productively
- **Work on a personal goal every day** even if it's only for half an hour. Use regular activities like washing the car, walking the dog, gardening etc. as personal time for you to think and forward plan
- **Make one of your priorities looking after yourself**, although the last top tip in this list, it could so easily be the first. By looking after your own needs and wellbeing, your ability to better manage other parts of your life will then become easier

"You can't stop the waves, but you can learn to surf" Jon Kabat-Zinn