

# Learning to **PRIORITIZE**



Prioritizing is an essential life skill. It goes beyond making a to do list, and encourages weighing commitments when planning, which increases effectiveness and efficiency.



## **Identify Priorities**

Save time and energy by tackling tasks that are urgent or important. Write down the actions you need to take. Place your action plan in a place you would regularly see it.



## **Manage Expectations**

Remove items from your to do list that are not urgent or important. Tasks often take longer than you expect, so give yourself extra time to complete them.



## **Focus**

Remind yourself of the most important tasks you need to do. Focus on the activities of the highest value in your life. Take time to relax, have fun, and socialize, but do so with intention.



## **Say “no” so you can say “yes”**

You can't do everything. By saying no to some things, you can fully commit to the things that matter most to you. When invited, consider saying, “I can't today, but I would love to when my schedule is more free,” or “I have another commitment.”

