

WORK. LIFE. SKILLS



## **GET YOUR PRIORITIES RIGHT**

- Priorities are your most important and urgent tasks
- Do these first!

URGENT AND IMPORTANT	NOT URGENT BUT IMPORTANT
Do now	Do next
<b>URGENT BUT NOT IMPORTANT</b>	NOT URGENT OR IMPORTANT
<i>Manage these</i>	Wait



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## **GET ON TOP OF YOUR TASKS**

- Gather everything you need to do
- Sort into priorities
- How long will each one take?
- Plan your calendar or diary
- Use a to-do list every day
- Plan in some down-time to relax and get your energy back.