

**PRIORITIZATION, ORGANIZATION,**

**TIME-MANAGEMENT, & EFFICIENCY**

Check the categories that you would like to improve:

* + Planning
	+ Prioritizing
	+ Managing Personal Energy
	+ Handling Drop-In Visitors
	+ Having Clear Goals
	+ Managing Email
	+ Overcoming Procrastination
	+ Dealing with Crisis
	+ Balancing Personal Life
	+ Tracking Time
	+ Successful Meetings

What ideas come to mind to better manage those areas?

For the 11 items below, give a ranking of 1-11. #1 is what you do best.

* I keep a to-do list of my tasks and projects
* I work strategically and efficiently and prioritize that the “right” work gets done
* My email in-box is under control
* I spend the majority of my time doing the “important work” for my job
* I consistently have very few emergencies because I proactively look forward for potential obstacles or what may lie ahead
* I have reasonable expectations of timelines for others
* My colleagues & supervisors have reasonable expectations of timelines for me
* I have an organized system that let’s me know the status of each project on which I am working at any time
* 99% of the time, tasks or needed responses don’t fall off my radar
* I can turn off my work-mind at night
* I have the right home and work-life balance for me

For the items that scored the lowest, what realistic strategies could you implement to improve? The goal is to decrease the feeling of overwhelm, be “on top” of your work, and have a high quality of life.

Here are some of the best strategies we know of. Of the following, which strategies could serve you best that you are not already utilizing?

* Do the hard things 1st.
* Break projects down into manageable chunks.
* Just get started. “Jog to the mailbox” philosophy.
* Once per week, have a strategy session where you evaluate priorities, tasks, projects, etc.
* Know where yours “stuff” is; be organized. Take the extra few seconds to put things away.
* Resist distractions and time wasters.
* Develop (and follow) routines and systems that work.
* Reduce interruptions. For focused work time, create strategies to reduce interruptions like putting a sign on your door “Working on Deadlines.”
* Be direct with others if you don’t have time for them. Remember that we train people how to interact with us.
* Create an “accountability buddy” to check in regarding goals and progress.
* Have strategies for drop-in visitors (stand, assess urgency & reschedule).
* Track your time to identify how much time you spend on specific activities.
* Be on time. Plan for the transition time between meetings.
* Use your peak energy time for high priority projects.
* Practice email “batching.” Only check and respond to email at designated times during the day. Turn off the email audible alarm. Studies show that we can waste 8 hours/week if we don’t.
* Help to keep meetings on track, even if you are not the facilitator.
* Write and revise *weekly* to do lists
* Add:
* Add:

How would the quality of your life improve if you implemented the strategies you selected?