



## 10 Tips for a Highly Productive Prioritizing Process

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Prioritizing your workload is critical to success regardless of your profession re: Student, graphic designer, work at home mom or CEO of large corporation. When you don't take the time to prioritize your work the results, or lack of, can cause frustration, stress and poor performance. We all have way too much to do with no time to get it all done. Prioritizing should be number one on your list.

1. Use the 80/20 rule = The 80/20 rule states that 20 percent of our normal activities produce 80 percent of our results. So focusing on your most important activities will save you time, money and energy.
2. A to-do list needs to be put in priority order so we get the most important task done. If not, we will pick and choose what to do and important items get postponed causing stress and frustration. Keep your list small and only include the items you need to accomplish today.
3. Think of your to-do as an action, not a project or end result. Always break large projects down into small steps to make it easier to prioritize. Always knowing your next action will keep you moving forward.
4. Label each item on your list with length of time it will take.
5. Group like items together. Save time by making 5 phone calls all in one block of time instead of different times of the day.
6. Learn to say no more often and you will have less to prioritize.
7. Take care of you; put yourself on your priority list. When we take better care of ourselves we are more energized, focused and productive.
8. Delegate, Delegate, Delegate = One of the first things you should ask before adding something to your list is "Who else could do this"?
9. What are the consequences if you don't accomplish something on your list? This will help in the prioritizing process.
10. What are the benefits if you accomplish something on your list? Who and what will it affect?

Of course you need to design flexibility into your schedule to allow for changes in schedule, interruptions, and urgent items. If you have taken the time to prioritize your day, keep focused and work your list by most important items, they will generally get done despite interruptions.

I challenge you to **I.G.N.I.T.E.** your personal productivity by implementing what you have just learned. Start by using these steps:

**Intention:** Know your intention, ask why is it important? What are the benefits?

**Get started:** Take action on one strategy you learned within the next 24 hours.

**Commit:** Your Time, Money, & Energy

**Engage the process!:** Motivation, celebration, evaluate what's working or not working to keep moving forward and ask someone to hold you accountable. Your success depends on it.

I would love to partner with you on improving your productivity. Visit my fan page at [facebook.com/cathysextonproductivity](https://facebook.com/cathysextonproductivity) where I share resources, articles, tips and techniques to help you be more productive.

Contact me for personal help, coaching, training or to join one of our events. As a productivity coach and strategist, I am passionate about helping individuals discover their personal productivity style so they can accomplish more with less effort. I use my passion and empathetic nature to help people live healthy productive lives! I know the health risks of being a workaholic; I have lived it. My purpose in life is to provide coaching, teaching, and tools to people who are hungry to spend more time with family, enjoy their careers and live a less stressed and carefree life. For more information please visit [www.TheProductivityExperts.com](http://www.TheProductivityExperts.com) or email [cathy@theproductivityexperts.com](mailto:cathy@theproductivityexperts.com)

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