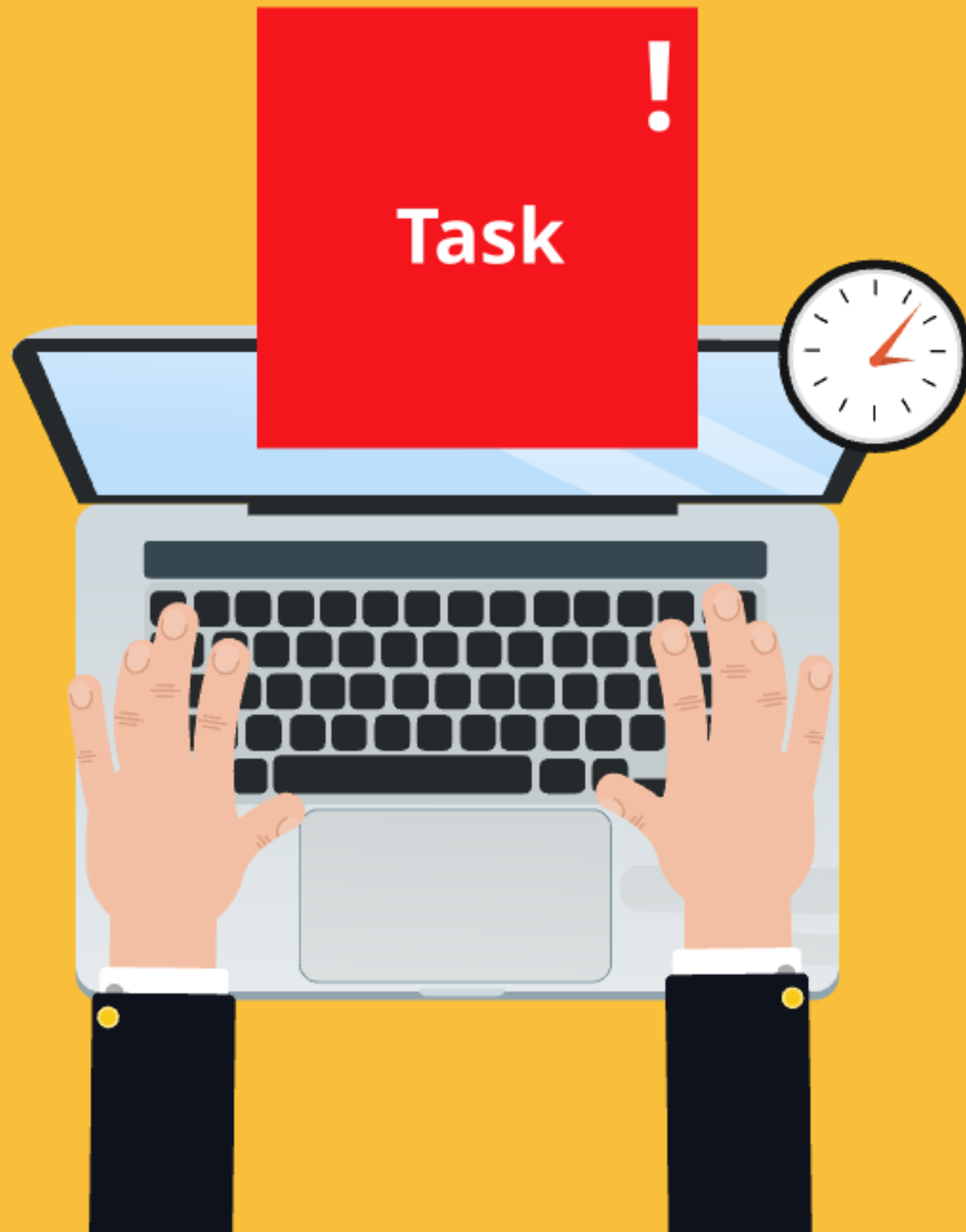# Tip 6 – Do the Highest Priority Item on the List First

Task !

- Start right away on the task of the highest importance
- Do not allow yourself to be distracted until it's completed

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● **Nearly every successful moment in our lives is the result of completing something important**

- A project at work is made up of smaller jobs

- Organize the work with a checklist and see which task is most important

Task ✓ Task ✓ Task ✓ Task ✓

COMPLETED

- Take care of the highest priority jobs first

- This is a method known as single handling your work

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Ask yourself what would need to be done right now if you were to be leaving town tomorrow

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Allowing you to Give more Focus to Each Part of the Job

● When the job is broken up into smaller parts, you can see them each with more clarity and detail

Getting the Momentum Rolling for the Project

!

Project Completed

Once you've already done the most important task, it will be easier to get through them

In Summary

● **Tip 6 – Do the Highest Priority Item on the List First**

1. Allowing you to Give more Focus to Each Part of the Job

2. Getting the Momentum Rolling for the Project

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