

# GITAM University

## Learning and Development Department

### EMOTIONAL INTELLIGENCE AND REASONING SKILLS

CLAD 1001

### SELF LEARNING MATERIAL

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## 1.0. Objectives

*After reading this unit, you should be able to:*

- ✓ Define the term prioritization.
- ✓ Understand the need for prioritization.
- ✓ Make use of prioritization concepts in their daily tasks.

## 1.1 JAR OF LIFE

A philosophy professor stood before his class and had some items in front of him. When the class began, he wordlessly picked up a very large and empty mayonnaise jar.

He then proceeded to fill the jar with golf balls.

"Is the jar full?" he asked his students. "Yes," everyone responded.

The professor then picked up a box of pebbles and poured them into the jar. He shook the jar lightly; The pebbles rolled into the areas between the golf balls.

"Is the jar full?" he asked again. The students responded with a unanimous: "Yes."

The professor next picked up a box of sand and poured it into the jar. Of course, the sand filled up all the space left.

He asked once more: "Is the jar full?" . "Yes, of course," everyone responded.

The professor then produced two beers from under the table and poured the entire content into the jar, filling the empty space between the sand.

Everyone laughed.

"Now," the professor said as the laughter subsided.

"I want you to recognize that this jar represents your life.

The *golf balls are the important things*. Your family, your children, health, friends and favourite passions. If everything else was lost and only they remained, your life would still be full.

The *pebbles are the other things that matter* like your job, your house or car.

The *sand is everything else*, the small stuff.

If you put the sand into the jar first," he continued, "there is no room for the pebbles or the golf balls. The same goes for life.

If you spend all your time and energy on the small stuff, you will never have room for the things that are important to you.

Pay attention to the things critical to your happiness.

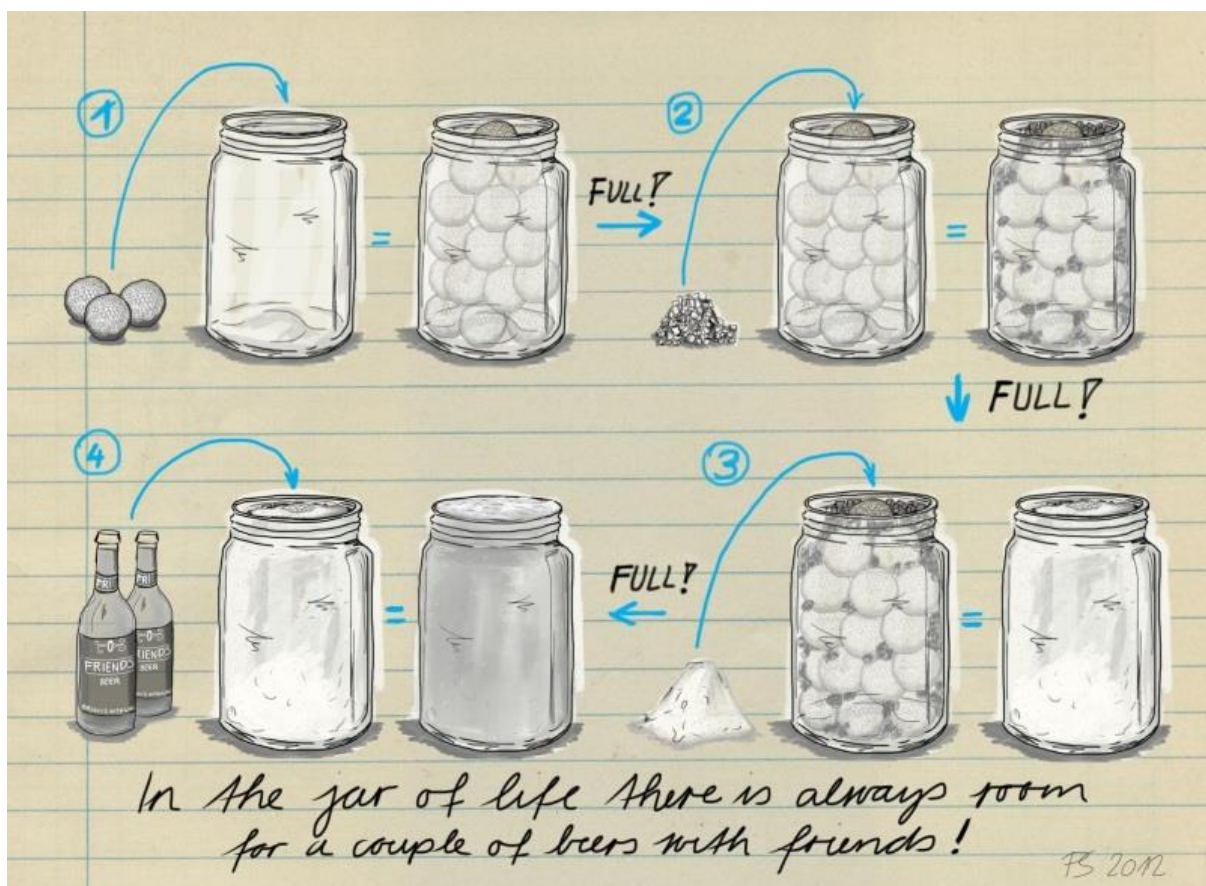
Spend time with your children. Spend time with your parents. Visit your grandparents. Take your spouse out for dinner. Go out with your friends. There will always be time to clean the house and mow the lawn.

Take care of the golf balls first, the things that really matter. Set your priorities. The rest is just sand."

One of the students raised her hand and inquired what the beer represented.

The professor smiled and said: "I am glad you asked. The beer just shows that *no matter how full your life may seem, there's always room for a couple of beers with a friend.*"

P.S: You can have a cup of tea with your friend too. 😊



Do You get the idea???

Do you feel like you have too many things to do, but you felt like you didn't have enough time to do anything?



Sometimes you feel like there's never enough time to do everything you *want to do*.

In reality, *there's not enough time to do everything you have to do*.



That's exactly when we realize the need to prioritize our tasks and our activities.

### 1.1.1 What is PRIORITISATION?

Do you know that the word priority didn't always mean what it does today.

“The word priority came into the English language in the 1400s. *It was singular word*. It meant the very first or prior thing. It stayed singular for the next five hundred years.

Only in the 1900s did we pluralize the term and start talking about priorities. Illogically, we reasoned that by changing the word we could bend reality. Somehow, *we would now be able to have multiple “first” things*.

People and companies routinely try to do just that. One leader told me of this experience in a company that talked of “Pri-1, Pri-2, Pri-3, Pri-4, and Pri-5.” This gave the impression of many things being the priority but actually meant nothing was.”

Sounds fun right, and the word prioritization means, *“Prioritization is “to organize (things) so that the most important thing is done or dealt with first.”*

### 1.1.2 Need for prioritization

So, here is my next question, why should you prioritize?



Prioritisation is *the difference between what you want to do and what you need to do*.

Doing everything is hard work. But prioritising your works and planning accordingly is smart work.

I bet you are too smart to ignore this idea.

I have a small task for you now!!

List a few activities

- You like to do.
- You have to do.
- State the differences.

S.No	Tasks you like to do	Tasks you have to do
01		
02		
03		
04		
05		
06		

*Can you see that prioritisation is all about your need vs want?*

Now, is it really necessary to prioritise your work as a student?

OF COURSE, YESSS!!!!

*Not everything has the same impact on your life.*

### 1.1.3 Benefits of Prioritising

How does prioritising benefit you?

- In regards to what should be done first when you have a lot of tasks to complete.
- In regards to time management, as you prioritize throughout the day to make sure you have time for everything. This is similar to a student who says they do not have enough time to go to school, do homework, eat, sleep, exercise, socialize, etc. who is told to prioritize in order to do it all effectively.
- So, *it helps with managing your stress and time*. Also, since you clearly have an idea of your what you want and what you need, there is no Fear Of Missing Out on anything. So, *no FOMO*.





### 1.1.4 Prioritization Techniques:

Alright, you know what is prioritization, its need, and benefits. the last segment is to know how to prioritize.

When it comes to prioritizing our task, we only ask two questions:

- How **IMPORTANT** is it?
- How **URGENT** is it? Based on this idea there are 3 priorities we normally assign to our tasks:
  - **Pressing priority**
  - **Crucial priority**
  - **Non obligatory priority.** I believe you noticed the color pattern very similar to traffic lights. Let's understand them better.
- Is this a **PRESSING PRIORITY**, *meaning does this item have a deadline coming up, and consequences if it is not finished on time?*
  - For example, a work obligation that needs to be done by tomorrow night. These tasks need to be attended to NOW.
- Is it a **CRUCIAL PRIORITY**, meaning that *this item must be done, but there is no pressing deadline right now?*
  - For example, a work obligation that will take approximately a day that is due next week.
- Is this a **NON-OBLIGATORY PRIORITY?** This means that *there are no consequences if it is not completed and most likely not a deadline.*
  - For example, watching tonight's football game.
- Now the red, yellow, and green makes more sense, right.

For example, a work assignment should probably be turned in on the due date to avoid getting reprimanded by your boss (pressing priority), and working on it is probably more important than watching your favorite TV show at 8:00 PM (non obligatory priority).

When prioritizing, it is also important to consider where each item ranks in comparison to other items.

*Now ahead and prioritize these 6 tasks:*

For instance, let's say a student has to prioritize the following six tasks:

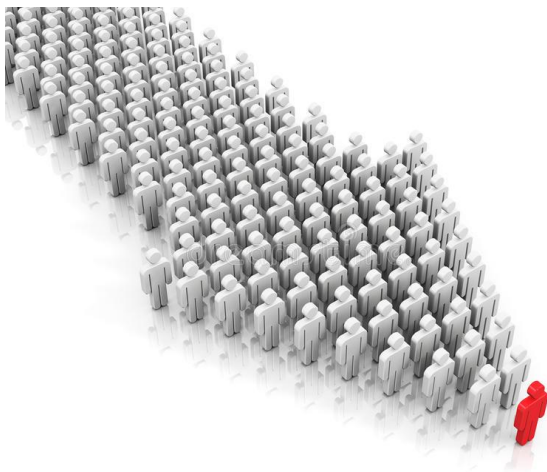
- Study for an exam at the end of the week
- Complete algebra homework for tomorrow
- Research a major science project due in two months
- Complete household chores
- Go swimming with friends
- Attend a family gathering over the weekend. Try and apply what you just learnt. Put them into three levels of priorities.

#### 1.1.4.1 IVY LEE Method:

Congratulations!!! you know your priorities now. My next question is,

Are you ready to prioritize every day?

Let us begin now. Think of the tasks you need to complete tomorrow. Think of 6 tasks that are of high priority. Make a list of them like I have pointed out here.



Do 1<sup>st</sup> \_\_\_\_\_

Do 2<sup>nd</sup> \_\_\_\_\_

Do 3<sup>rd</sup> \_\_\_\_\_

Do 4<sup>th</sup> \_\_\_\_\_

Do 5<sup>th</sup> \_\_\_\_\_

Do 6<sup>th</sup> \_\_\_\_\_

- Write them in a piece of paper, and
- When you complete these tasks strike them out one by one.
- When you are done with all 6 tear that paper into as many pieces as you could and feel it.

**CONGRATULATIONS!!!!**

You not only had a great day but also a productive day. Then repeat it every day.

*Prioritize your days and have a productive life.*

#### 1.1.4.2 EAT THE FROG

This leaves me to my last point. We know how to set up a productive day but *how will you set the right tone for a productive day?*

My suggestion is quite simple, EAT THE FROG.



Okay, not literally 😊

Set a productive tone for the day by “Eating the frog” (i.e., Do your most important work first)

Out of 6 tasks you have to do in your day, do the most difficult one or the most important one as your first task.

Hey, are you not familiar with this technique? When you prepare for exams, don’t you study the most difficult or important question first? feel mentally relieved, and then learn the easy questions.

This is your way of Eating the frog. Because saving the difficult question for the last puts mental burden and unwanted pressure. Doesn’t it?

So, *EAT YOUR FROG, every day.*

#### 1.1.5 LEVERAGING TECHNOLOGY

I know your interest of having a technology-based approach. Go ahead and check out these three applications for prioritization.



To do app



My Kanban



Power Planner

## 1.2 ACTIVITY

### PRIORITIZATION WORKSHEET

[Goal-Prioritization-Worksheet.pdf \(appfluence.com\)](#)

### 1.3 SUMMARY:

- Prioritization is “to organize (things) so that the most important thing is done or dealt with first
- Prioritisation is the difference between what you want to do and what you need to do.
- Prioritization helps you to manage stress and time, and to avoid FOMO.
- Prioritize your work based on importance and urgency.
- Write down the 6 tasks you need to complete the next day.
- Set a productive tone for the day by “Eating the frog” (i.e., Do your most important work first).

## 1.4 GLOSSARY:

- The term *mayonnaise* refers to a dressing made chiefly of egg yolks, vegetable oils, and vinegar or lemon juice.
- The term *unanimously* refers to two or more people fully in agreement with each other.
- The term *FOMO* refers to anxiety that an exciting or interesting event may currently be happening elsewhere, often aroused by posts seen on social media.
- The term *obligation* refers to an act or course of action to which a person is morally or legally bound; a duty or commitment.
- The term *leveraging* refers to using (something) to maximum advantage.
- The term *Kanban* refers to a signboard.

## 1.5 SUGGESTED READINGS:

### 1.5.1 Courtesy:

- [Google Images](#)
- [Download Free Pictures & Images \[HD\] | Unsplash](#)
- [Prioritization - Definition and why it's important - PM Blog \(appfluence.com\)](#)

### 1.5.2 Reference:

- Indistractable: How to Control Your Attention and Choose Your Life, Bloomsbury Publishing, 2020.
- At your best, WaterBrook, 2021.

### 1.5.3 Video Links:

- ["Don't manage time, manage focus" | Savinda Ranathunga | TEDxThammasatU - YouTube](#)