

Soft Skills | Prioritisation

In my role at the GMC we work using the agile methodology, this means that in a 2 week time period the team has a group of tasks and stories we need to complete within the sprint. This makes prioritizing tasks very important to ensure that you complete the necessary work in time to complete the goal of the current sprint.

When prioritizing tasks, I usually check for:

- How much time will the task take?
- Who will I need to speak to / work with on the task? (Check for suitable times)
- What do I need to learn to complete the task?
- How important is the task to the business?
- What is the deadline for the task?

After I ask myself these questions, I can decide which tasks have the most importance to the business and work on tasks that I know I can do independently.

By doing this I ensure that I always have something to do at work and I'm never left doing nothing. It also allows me to convey to my team what exactly I'm currently working on/learning and helps me plan around my team.