

Prioritize This, Ladies

Select your big priorities from this list. Don't think too hard. Just check 'em off.

O Family	O Wisdom	O Wisdom O Leaving a legacy	
O My S.O.	O Fun	O Taking risks	
O Friends	O Growing O Contributing		
O Growth	O Influencing Others	O The outdoors	
O Intelligence	O Compassion	O Time	
O Belonging	O Faith	O Integrity	
O Money	○ Self-respect	O Play	
O Making a difference	O Stability	O Love	
O Solitude	O Honesty	O Change	
O Health	O Knowledge	O Independence	
O Self-care	O Recognition	O Passion	
O Creativity	○ Solitude	O Freedom	
O Authenticity	O Travel	O Experimentation	
O Excitement	O Leading	O Success	
O Philanthropy	O Adventure	O Free time	
O Community	O Balance	O Contentment	
Now prioritize. What are the three items on this list that are the most important to you in your personal life?	What about professionally?	Are there any overlaps? OK, so where?	
1.	1.	1.	
2.			
	3.		
_			

Tasks, Mastered

3 Tasks for **Today**

These are the things you will **absolutely aim to get done before stopping work**. Think of it this way: if you finish with these early and manage to start another task, you're ahead of the game. But you've got to start (and finish) somewhere.

Before writing them down, **check to make sure they're in line with the priorities you selected**. So if family is a top priority for you but you know one of your tasks will mean working until midnight, maybe you should think about how to better fit it into your schedule. We're not saying don't do it, just ask yourself whether there's a better way to schedule it into your goals.

You'll also want to make sure that you've **included next steps** for each item so you know exactly where you'll start. Once you've written out your list, you'll hit the ground running.

TASK	NEXT STEPS



3 Tasks for **The Week**

These are the things you'll absolutely get done this week. No leaving for weekend plans without getting them done. So, before writing them down, check to make sure they're in line with your life and work priorities.

TASK	NEXT STEPS



3 Tasks for **The Month**

Now do it for the month (sensing a pattern here?)

TASK	NEXT STEPS

3 Tasks for The Year

OK, this is the biggie. What are your goals (both professional and personal) that you plan on pursuing this year? Do they align with your priorities? Because if they don't, you have a very big problem. What should you be doing differently? **Consider the goals that align with who you are (and who you want to be).**

TASK	NEXT STEPS



You've Got Style, So Own It

Determine your productivity style and harness it.

W	hen	are	VOII	most	prod	uctive?
vv	пеп	are	vou	HIOSE	DIOU	uclive:

O Early morning	O Mid-morning	O Afternoon	O Evening	O Night	O Late night
What about least	:?				
O Early morning	O Mid-morning	O Afternoon	O Evening	O Night	O Late night
What's the harde	est element of yo	ur day-to-day	work for you	u?	
O Sussing out the	e details 🔾 Mana	ging teams	Getting sta	rted OP	rioritizing
O Understanding	the technology i	nvolved O Sta	aying focuse	d O Revi	sing and editing
O Thinking big pi	cture O Answer	ing emails 🔾	Goal-setting	O Manag	ging people/teams
O Other:					

For your three tasks today, schedule time during your most productive period to do deep work. Consider scheduling the hardest element of your work during this high productivity period. Give yourself less time than you think you need—this is proven to make you more productive. During your least productive period, schedule time to check email.

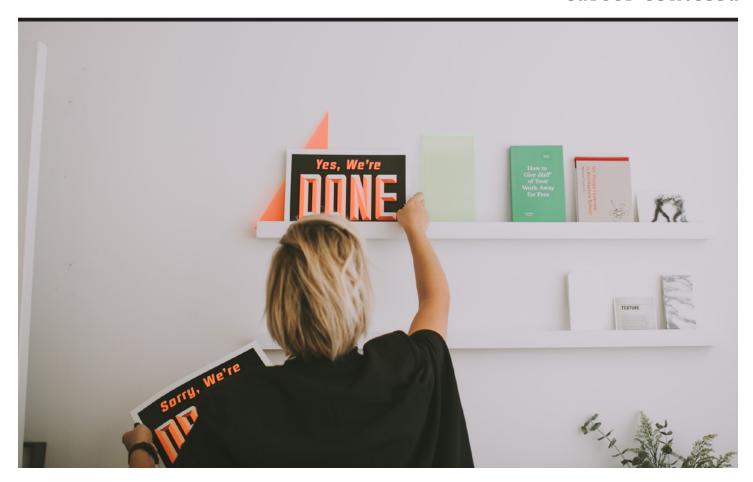
S.O.B: Schedules Over Breakdowns

Deen Work Periods (schedule at least 30 solid minutes per period)

Deep Work Ferrous (seriedate de least do sona l'illiates p	ver periody
Email Checks (3-5 depending on your job)	
Schedule breaks slash spontaneity times (give yourself	at least 10 minutes per go!)

Schedule your brainstorm sesh

Ever heard about how Google lets its employees have free time to brainstorm about projects that interest them? You can do that, too. Once a week, maybe on like Fridays when you just cannot face another client email, schedule a 10- to 15-minute brainstorm period. Open a program like Evernote or a notebook. Write down a bunch of ideas you have for upcoming projects or things you'd like to work on professionally or in your life.



Morning Checklist

- ☐ Check your inbox
- ☐ Review your to-do list
- ☐ Write next steps down next to any items on said to-do list
- ☐ Fill out your three daily tasks
- ☐ Review your three weekly tasks
- ☐ Schedule your deep work, email check-in, and rest periods
- ☐ Every Monday: Review your three monthly tasks

End-of-Day Checklist

What didn't get done today that needs to get done first thing tomorrow?

- ☐ Make a list of other to-dos that you'll start working on as soon as you get to the office:
 - ☐ Tidy your desk. Studies show a clean desk makes you more productive
 - ☐ Reread last week's brainstorm session (you can also do this at the start of your day)