

career contessa



WORKSHEET

THE GET-IT-DONE RULE OF 3

Because the very best things
come in threes (long weekends,
anyone?), and your work
productivity's no exception.

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Prioritize This, Ladies

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

- | | | |
|---|--|--|
| <input type="radio"/> Family | <input type="radio"/> Wisdom | <input type="radio"/> Leaving a legacy |
| <input type="radio"/> My S.O. | <input type="radio"/> Fun | <input type="radio"/> Taking risks |
| <input type="radio"/> Friends | <input type="radio"/> Growing | <input type="radio"/> Contributing |
| <input type="radio"/> Growth | <input type="radio"/> Influencing Others | <input type="radio"/> The outdoors |
| <input type="radio"/> Intelligence | <input type="radio"/> Compassion | <input type="radio"/> Time |
| <input type="radio"/> Belonging | <input type="radio"/> Faith | <input type="radio"/> Integrity |
| <input type="radio"/> Money | <input type="radio"/> Self-respect | <input type="radio"/> Play |
| <input type="radio"/> Making a difference | <input type="radio"/> Stability | <input type="radio"/> Love |
| <input type="radio"/> Solitude | <input type="radio"/> Honesty | <input type="radio"/> Change |
| <input type="radio"/> Health | <input type="radio"/> Knowledge | <input type="radio"/> Independence |
| <input type="radio"/> Self-care | <input type="radio"/> Recognition | <input type="radio"/> Passion |
| <input type="radio"/> Creativity | <input type="radio"/> Solitude | <input type="radio"/> Freedom |
| <input type="radio"/> Authenticity | <input type="radio"/> Travel | <input type="radio"/> Experimentation |
| <input type="radio"/> Excitement | <input type="radio"/> Leading | <input type="radio"/> Success |
| <input type="radio"/> Philanthropy | <input type="radio"/> Adventure | <input type="radio"/> Free time |
| <input type="radio"/> Community | <input type="radio"/> Balance | <input type="radio"/> Contentment |

Now prioritize. What are the three items on this list that are the most important to you in your personal life?

1. _____
2. _____
3. _____

What about professionally?

1. _____
2. _____
3. _____

Are there any overlaps? OK, so where?

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.

When are you most productive?

☐ Early morning ☐ Mid-morning ☐ Afternoon ☐ Evening ☐ Night ☐ Late night

What about least?

☐ Early morning ☐ Mid-morning ☐ Afternoon ☐ Evening ☐ Night ☐ Late night

What's the hardest element of your day-to-day work for you?

☐ Sussing out the details ☐ Managing teams ☐ Getting started ☐ Prioritizing
☐ Understanding the technology involved ☐ Staying focused ☐ Revising and editing
☐ Thinking big picture ☐ Answering emails ☐ Goal-setting ☐ Managing people/teams
☐ 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

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

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)