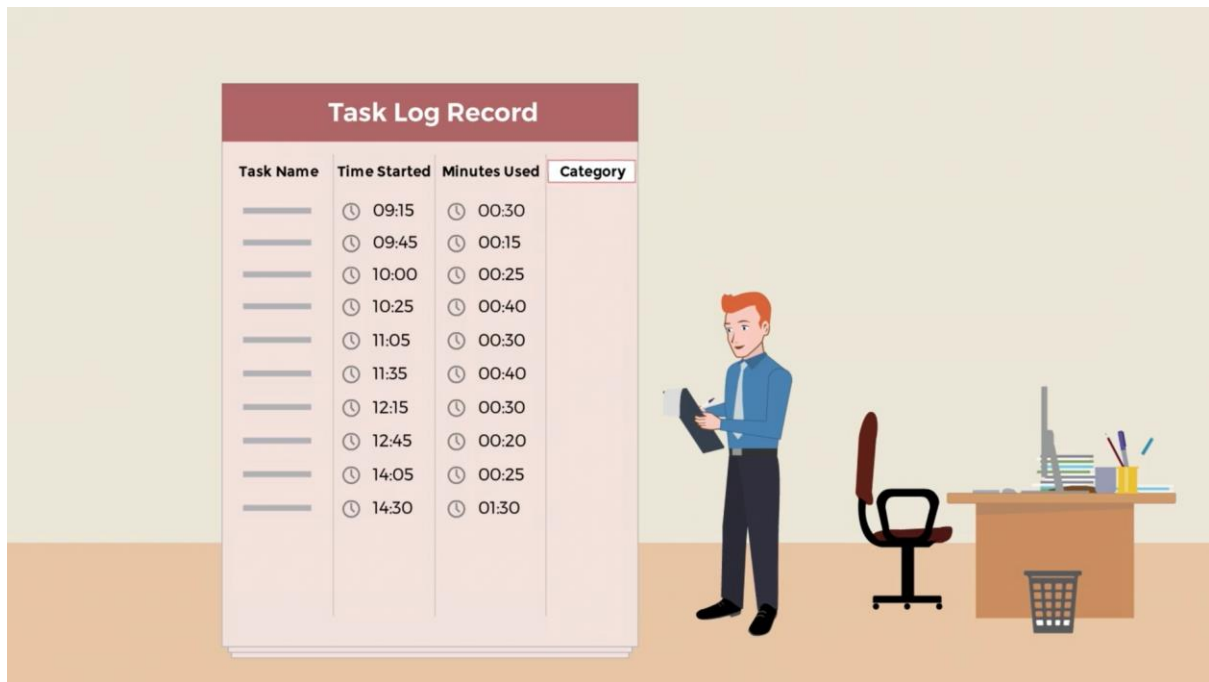


Identify yr goals



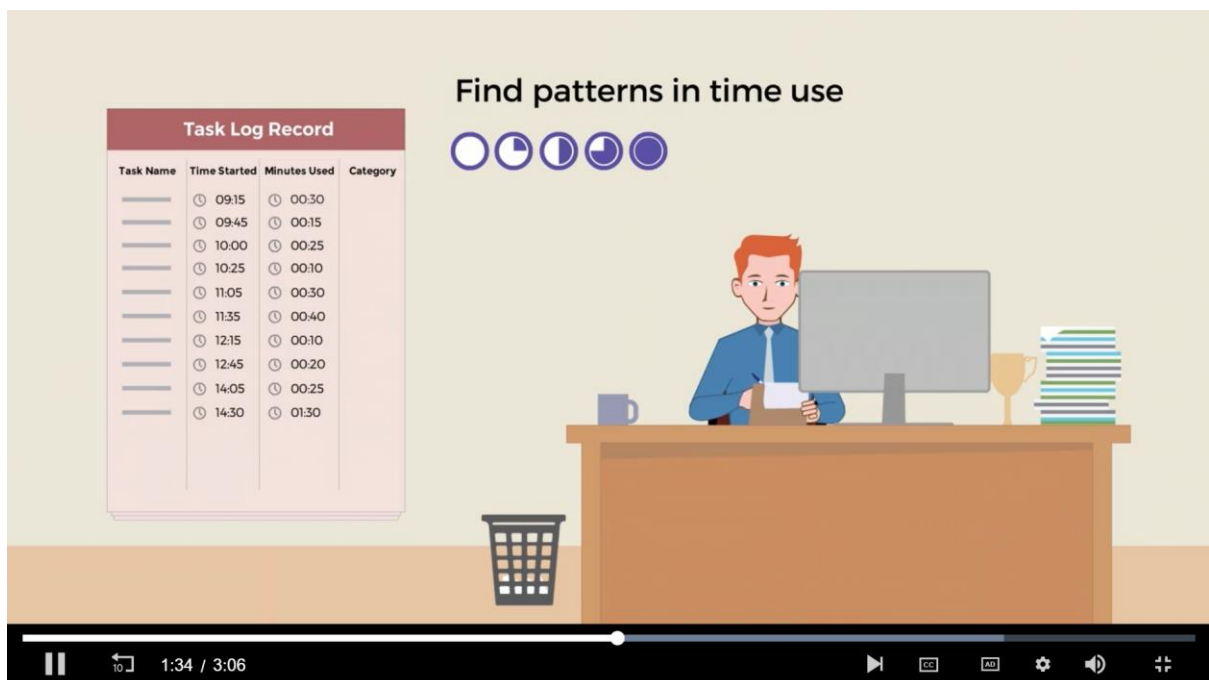


Disturbing task

Phone calls

Watching reels

Meeting and baby care



## Identify tasks that produce the most value

Task Log Record			
Task Name	Time Started	Minutes Used	Category
_____	🕒 09:15	🕒 00:30	
_____	🕒 09:45	🕒 00:15	
_____	🕒 10:00	🕒 00:25	
_____	🕒 10:25	🕒 00:10	
_____	🕒 11:05	🕒 00:30	
_____	🕒 11:35	🕒 00:40	
_____	🕒 12:15	🕒 00:10	
_____	🕒 12:45	🕒 00:20	
_____	🕒 14:05	🕒 00:25	
_____	🕒 14:30	🕒 01:30	



Consequences



## Prioritizing Tasks to Pinpoint Your Priorities

skillsoft



0:05 / 3:27



Identify your priorities



0:20 / 3:27

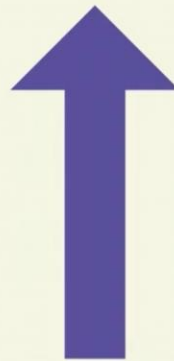


## Priority Matrix

	Time sensitive	Not time sensitive
High value	1	2
Low value	3	4

## Priority Matrix

	Time sensitive	Not time sensitive
High value	1	2
Low value	3	4



Critical

High

Medium



Low

**Critical**

Time sensitive

High value

1	2
3	4



0:52 / 3:27

**High**

Not time sensitive

High value

1	2
3	4





1:02 / 3:27

Medium

Time sensitive

1	2
3	4

Low value



1:20 / 3:27

Video player controls: pause, 10s, play, CC, AD, settings, volume, full screen.

Low

Not time sensitive

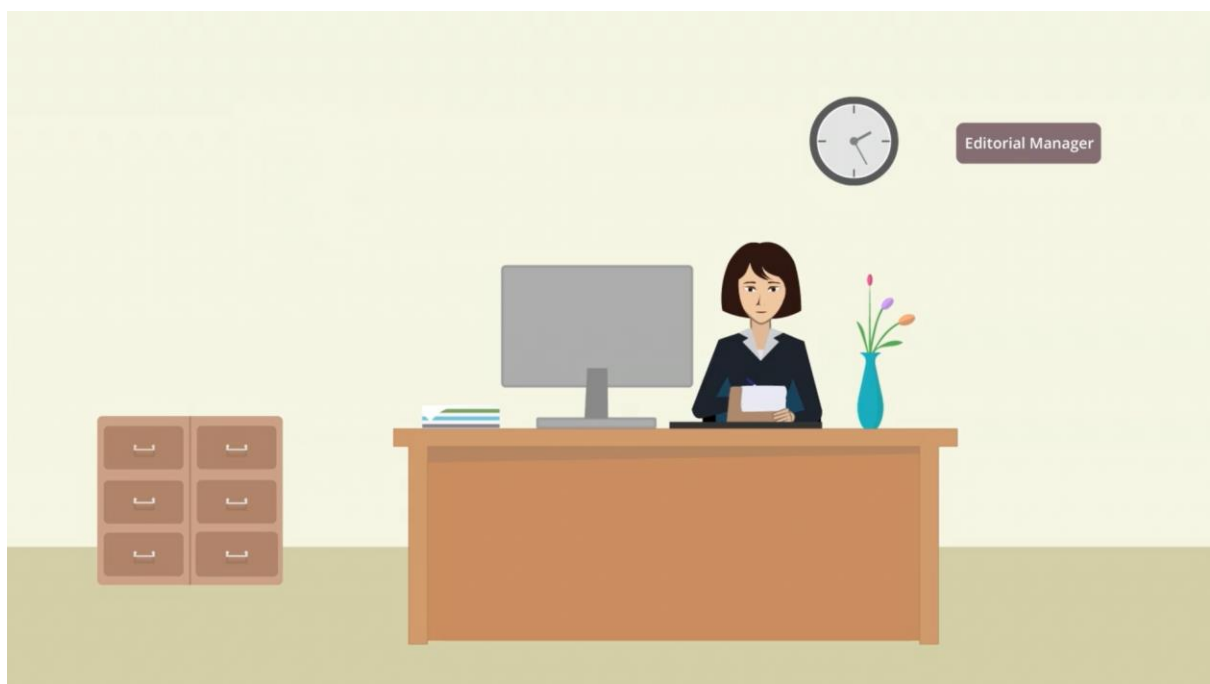
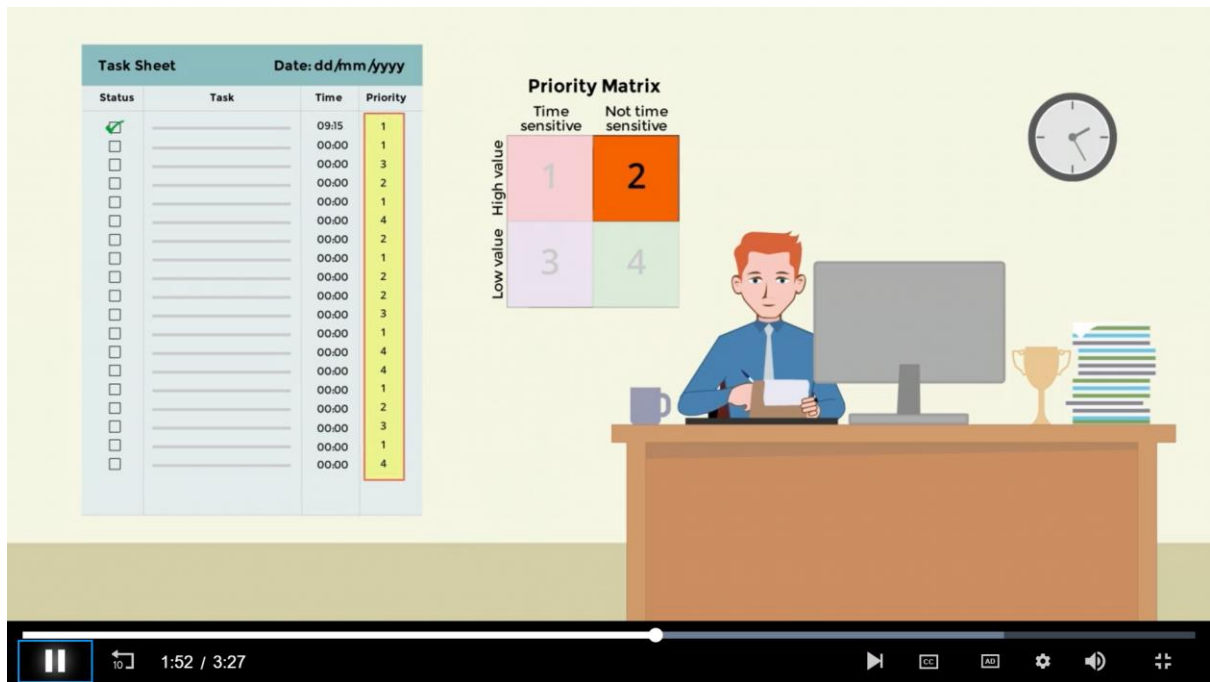
1	2
3	4

Low value

1:32 / 3:27

Video player controls: pause, 10s, play, CC, AD, settings, volume, full screen.





**Priority Matrix**

	Time sensitive	Not time sensitive
High value	1	2
Low value	3	4

Critical

**Priority Matrix**

	Time sensitive	Not time sensitive
High value	1	2
Low value	3	4

Critical

High

Medium

Low

## Priority Matrix

	Time sensitive	Not time sensitive
High value	1	2
Low value	3	4

Task Sheet		Date: dd/mm/yyyy	
Status	Task	Time	Priority
<input checked="" type="checkbox"/>		09:15	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	
<input type="checkbox"/>		00:00	



3:08 / 3:27



## Chunking Your Time

skillsoft

## Personal productivity



Planning Organizing Controlling





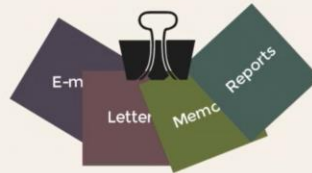


## Group similar tasks and activities

Task Log Sheet			
Task Name	Time Started	Minutes Used	Category
_____	🕒 09:15	🕒 00:30	
_____	🕒 09:45	🕒 00:15	
_____	🕒 10:00	🕒 00:25	
_____	🕒 10:25	🕒 00:40	
_____	🕒 11:05	🕒 00:30	
_____	🕒 11:35	🕒 00:40	
_____	🕒 12:15	🕒 00:30	
_____	🕒 12:45	🕒 00:20	
_____	🕒 14:05	🕒 00:25	
_____	🕒 14:30	🕒 01:30	



Task Log Sheet			
Task Name	Time Started	Minutes Used	Category
_____	🕒 09:15	🕒 00:30	
_____	🕒 09:45	🕒 00:15	
_____	🕒 10:00	🕒 00:25	
_____	🕒 10:25	🕒 00:40	
_____	🕒 11:05	🕒 00:30	
_____	🕒 11:35	🕒 00:40	
_____	🕒 12:15	🕒 00:30	
_____	🕒 12:45	🕒 00:20	
_____	🕒 14:05	🕒 00:25	
_____	🕒 14:30	🕒 01:30	





← Chunk



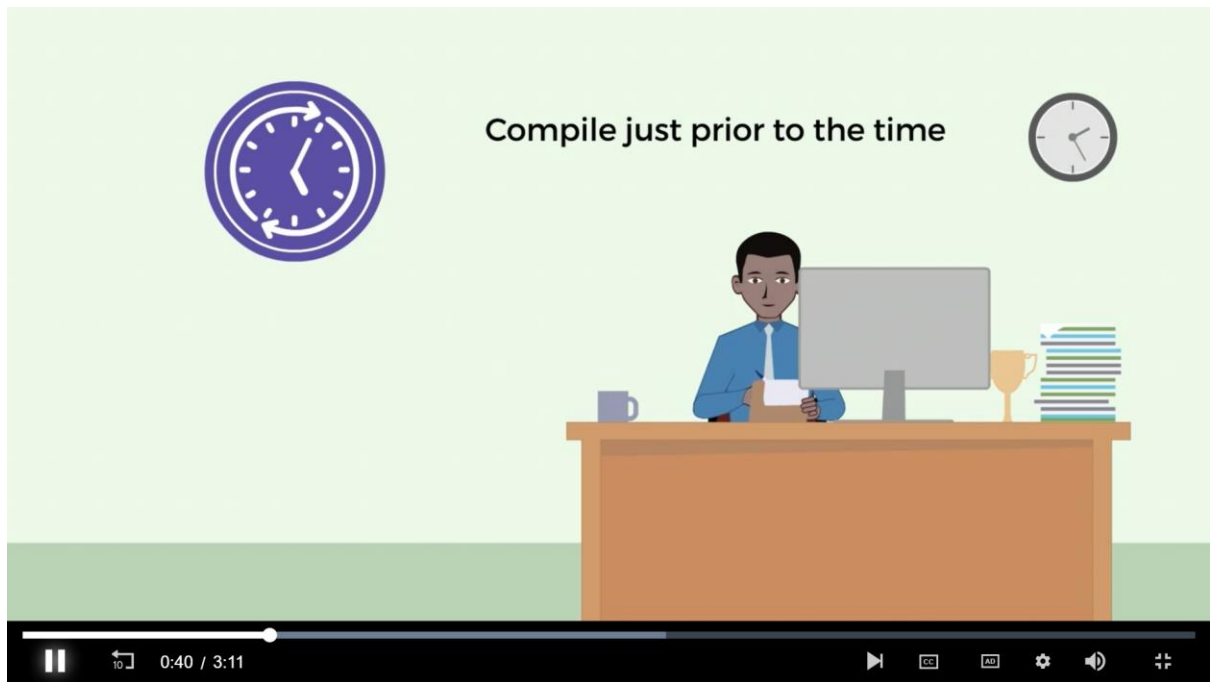
← Task: Making personal contact with clients

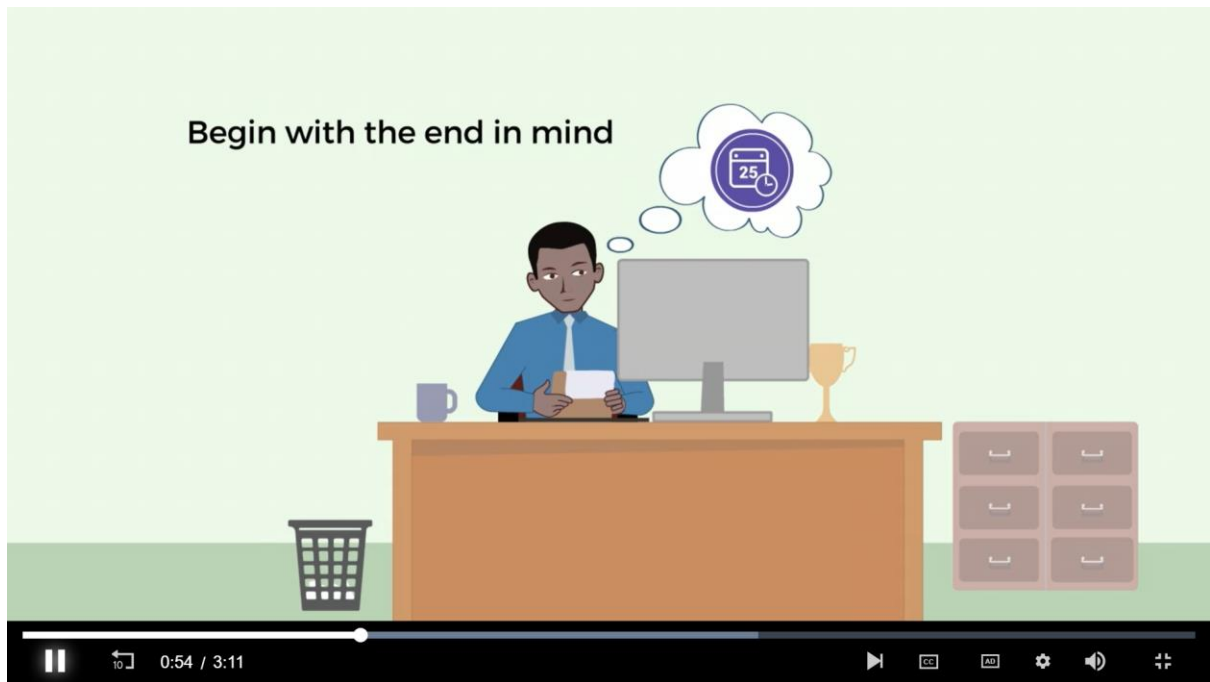


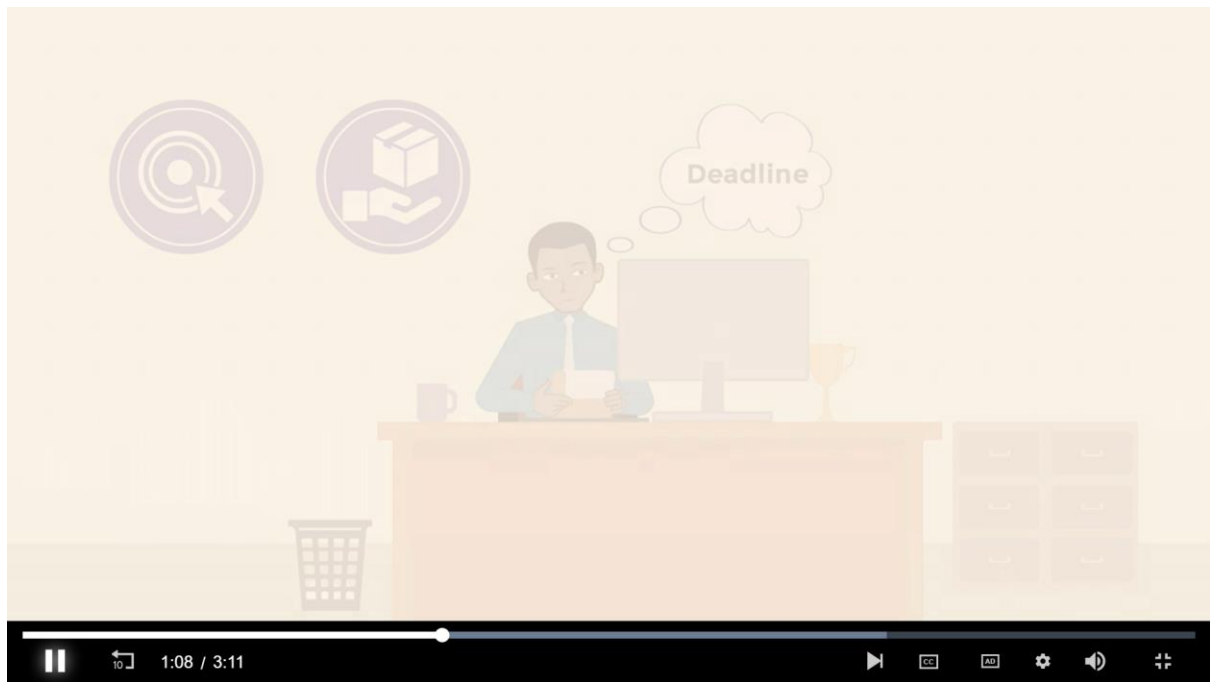


During task working no phone calls and guppa











### Schedule critical-priority tasks first

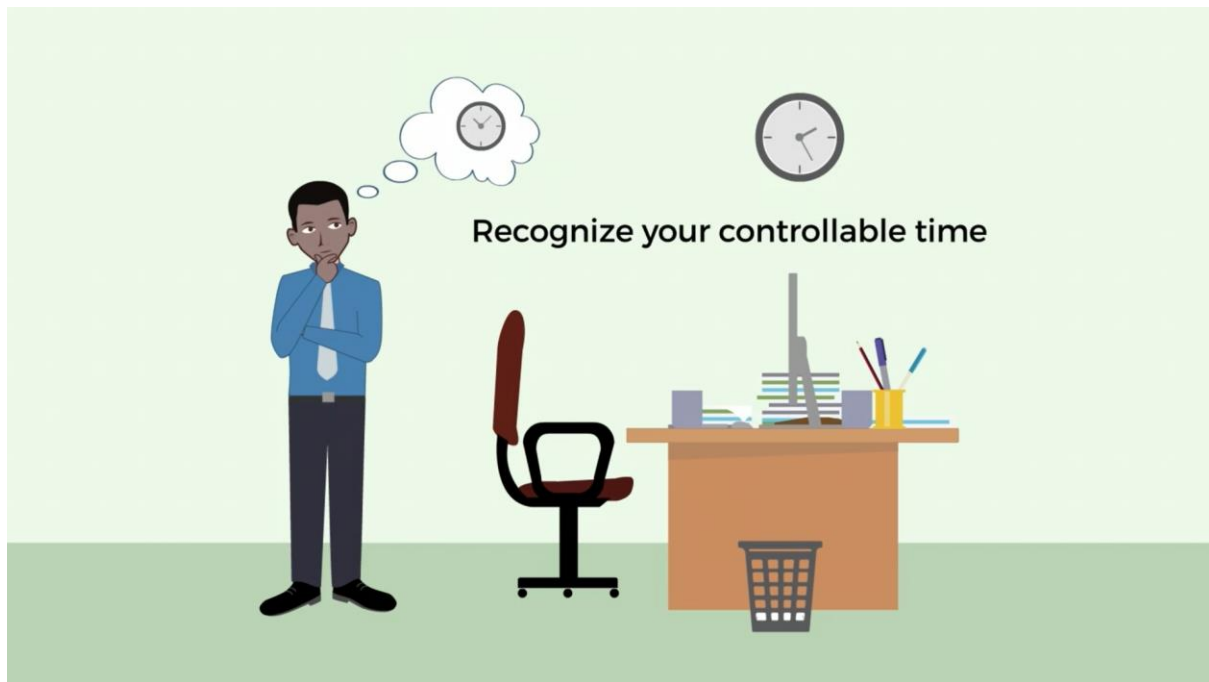


**Priority Matrix**

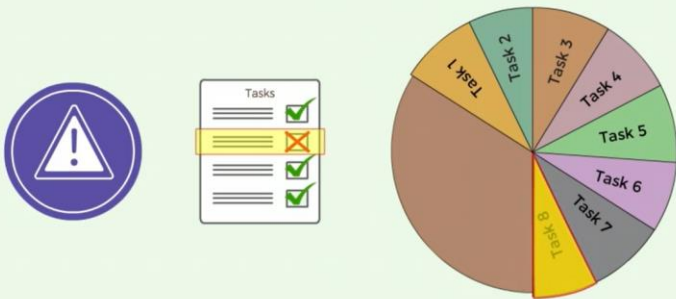
	Time sensitive	Not time sensitive
High value	1	2
Low value	3	4



An illustration of a person sitting at a desk in an office. On the wall behind them is a clock. The desk has a computer monitor, a mug, a trophy, and a stack of papers. A trash can is on the floor to the left.



Allow for previously unfinished tasks



Chunk similar tasks and activities together



Be flexible in your approach

Personal Schedule			
Task Name	Time Started	Minutes Used	Category
_____	🕒 10.15	🕒 00.50	Official
_____	🕒 11.05	🕒 00.45	Personal
_____	🕒 11.50	🕒 00.55	Personal

## Creating an Effective To-do List

skillsoft



0:02 / 2:49



To-do list



0:22 / 2:49







0:49 / 2:49



## Long-term

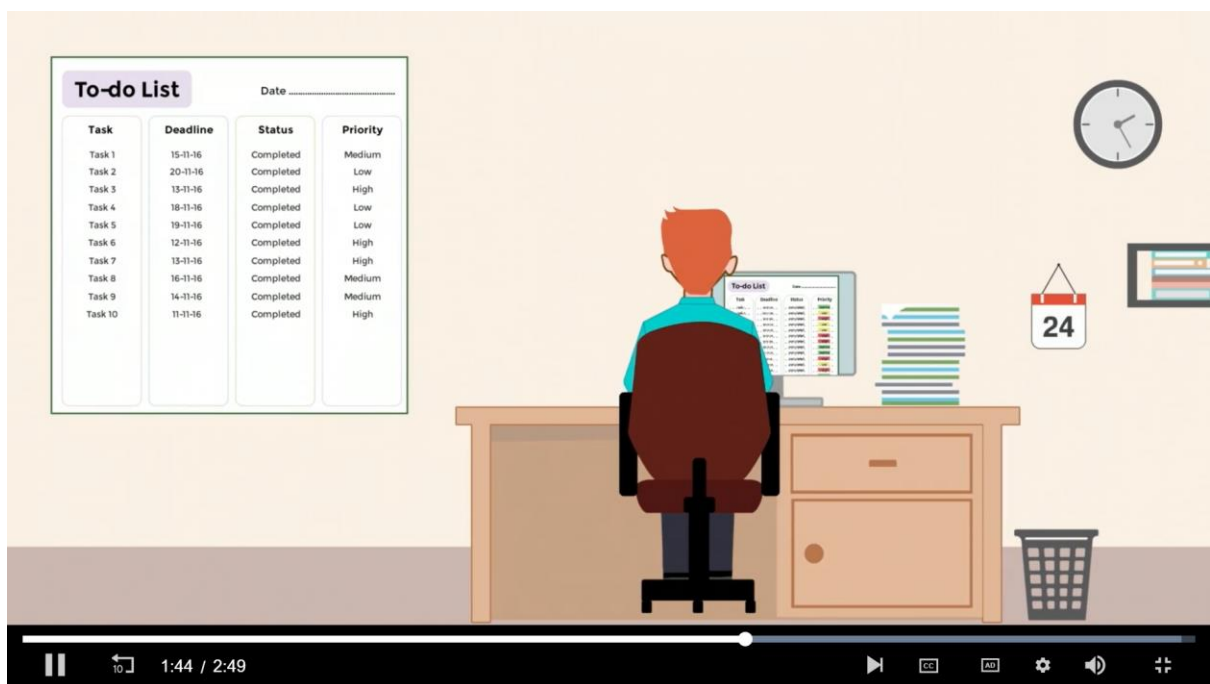
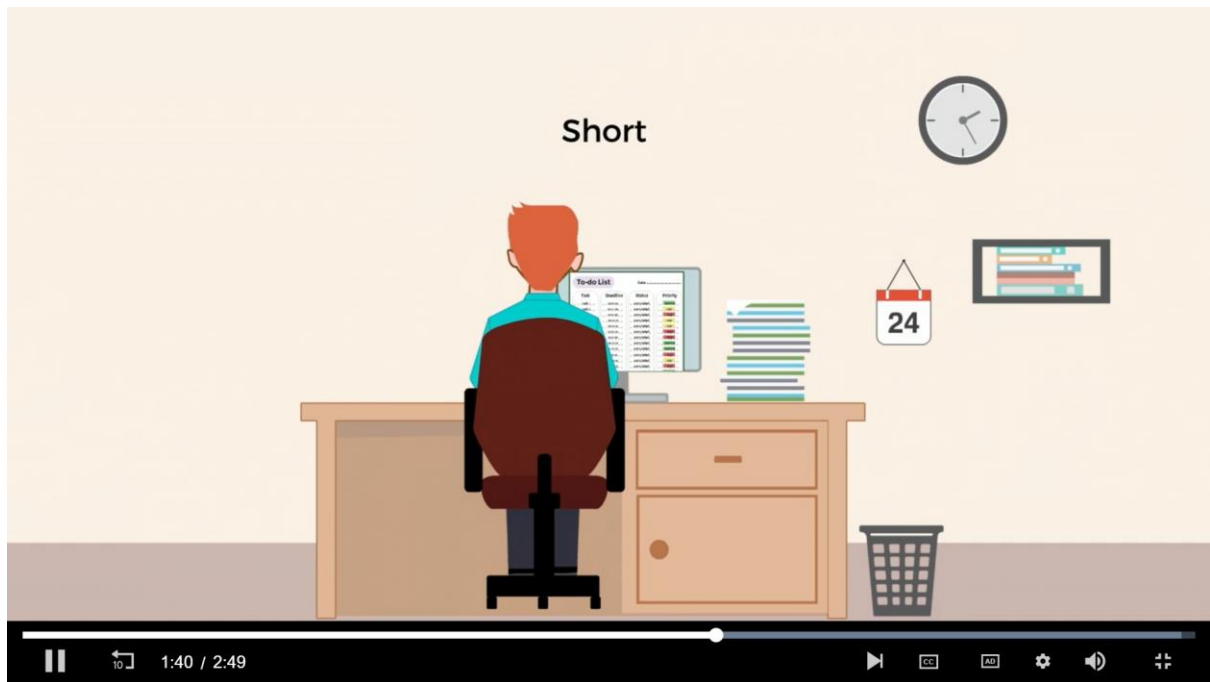


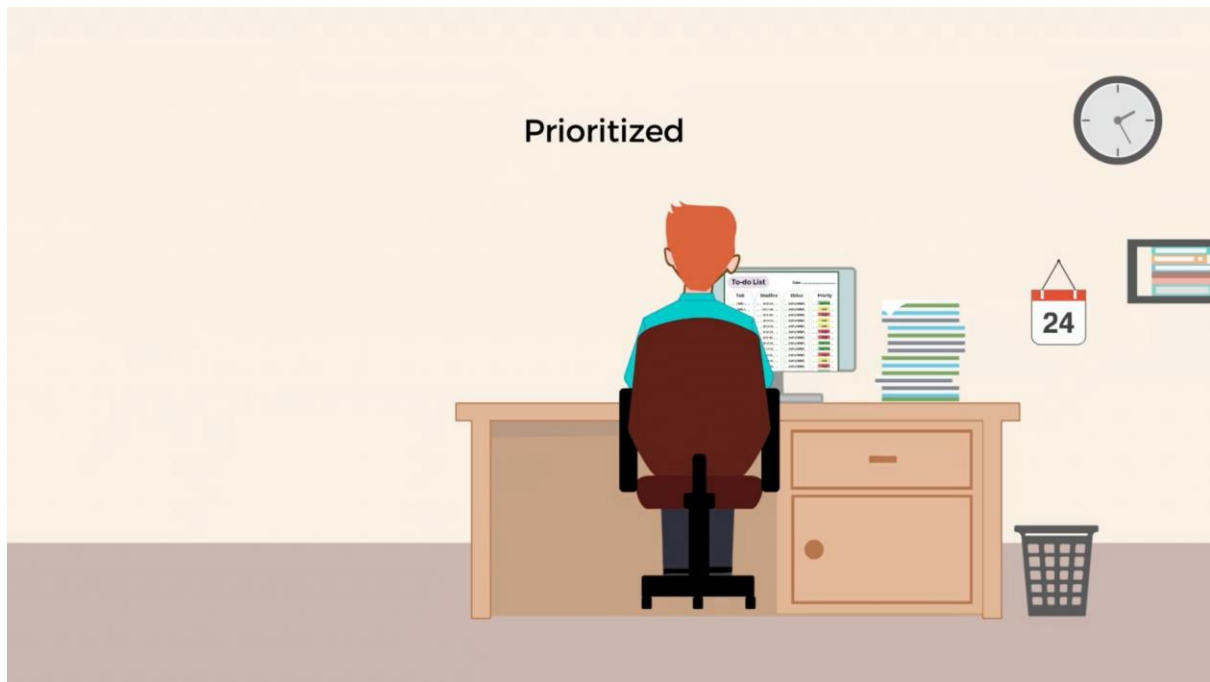
2016	
2017	
2018	
2019	
2020	



## Written



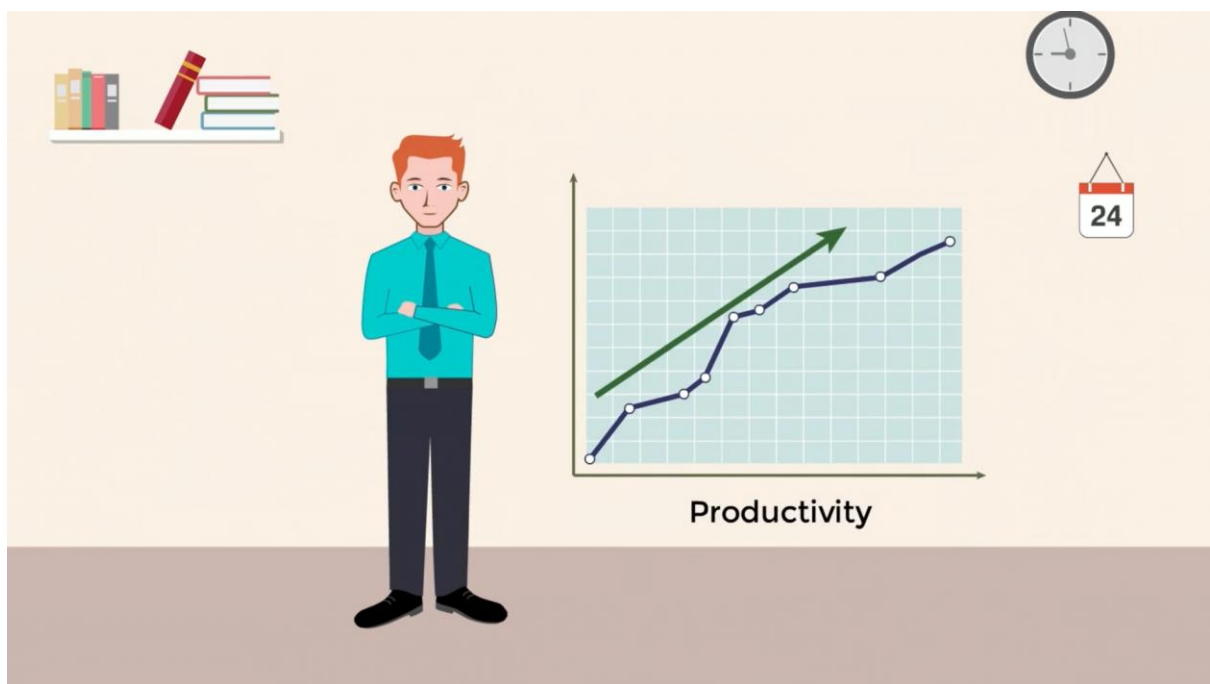
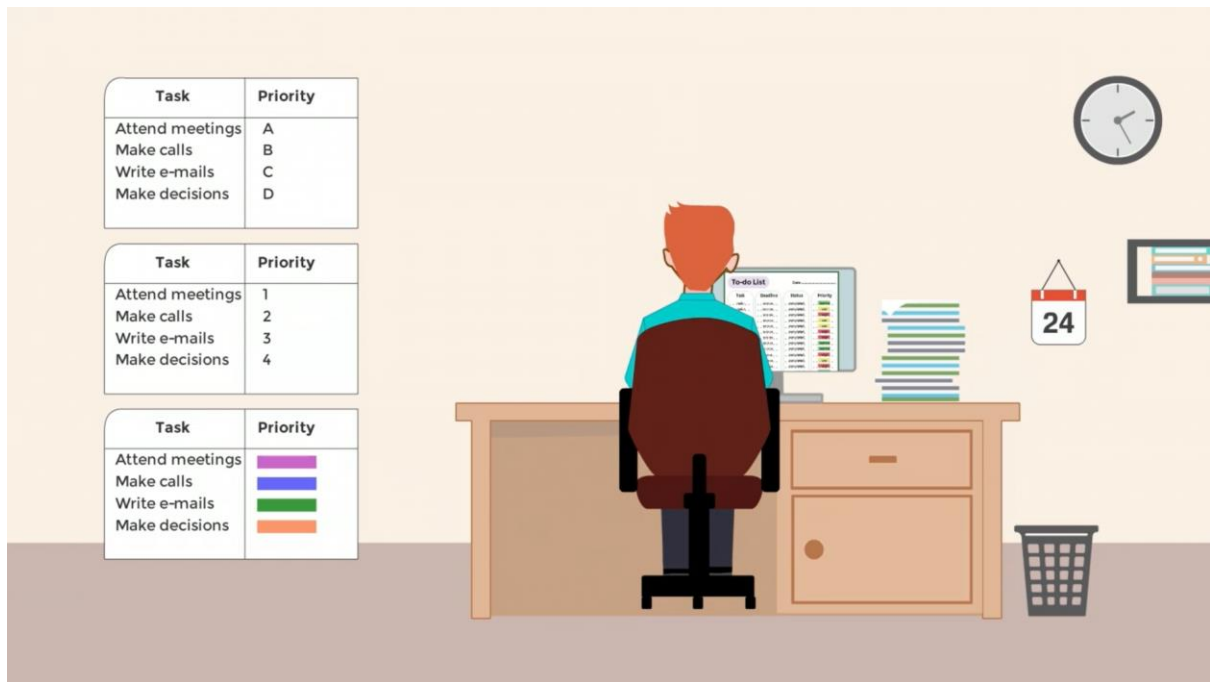




# Prioritized

Task	Deadline	Status	Priority
Task 1	15-11-16	Completed	Medium
Task 2	20-11-16	Completed	Low
Task 3	13-11-16	Completed	High
Task 4	18-11-16	Completed	Low
Task 5	19-11-16	Completed	Low
Task 6	12-11-16	Completed	High
Task 7	13-11-16	Completed	High
Task 8	16-11-16	Completed	Medium
Task 9	14-11-16	Completed	Medium
Task 10	11-11-16	Completed	High

An illustration of a person with orange hair, seen from behind, sitting at a wooden desk. On the desk is a computer monitor displaying a 'To-do List' application. To the right of the monitor is a stack of colorful papers. On the wall to the right is a round clock, a calendar showing the number 24, and a small framed picture. A trash can is on the floor next to the desk. On the left side of the image, there is a detailed view of the 'To-do List' application interface, which includes a table with columns for Task, Deadline, Status, and Priority. The table lists 10 tasks, all marked as 'Completed', with priorities ranging from Low to High. The 'Priority' column is highlighted with a yellow background.



## Making Effective Use of a To-do List

skillsoft

To-do List		Date	September 20, 2016
To-do List	Time	Schedule	
1 Check e-mails	09:00 to 10:00	Checking e-mails	
2 Project meeting	10:00 to 11:00	Answering e-mails	
3	11:00 to 12:00	Project meeting	
4	12:00 to 13:00		
5	13:00 to 14:00	Discussion	
6	14:00 to 15:00		
7	15:00 to 16:00		
8	16:00 to 17:00		
9			
10			
11			
12			
13			
14			
15			

Break items into achievable tasks

Create realistic objectives and time lines

January	Task A
February	Task B
March	Task C
April	Task D
May	Task E

0:31 / 3:11

[illegible]



