

How to Prioritize Tasks

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Too Many Things to Do



Symptoms

- Feel there are not enough hours in a day
- Procrastinate and often miss deadline
- Feel stressful and exhausted
- Busy without progress

Why Like That?

Ineffective management of time.

Prioritize Tasks

- List out *daily* tasks
- Assess *importance* and *urgence* of each task
- Prioritize tasks according to importance and urgency
- Allotcate time to each task (80%-20%)

Importance vs. Urgence

URGENT

- Requires immediate attention
- Time sensitive usually small duration
- Involves short term thinking and sub-optimal decision making
- Less significant compared to long term goals

IMPORTANT

- Requires initiative and proactiveness
- Dedicated focussed hours to do quality work
- Long term strategic thinking aligned with company's mission and goals
- Large impact on success

Eisenhower Method

The Eisenhower Decision Matrix



Pareto Principle: 80-20 Rule

- Allocate 20% time to 80% tasks (Importance)
- Allocate 80% time to 20% tasks (Urgence)

Thank you!

