Prioritize by Deciding What Not to Do

If you find yourself juggling more responsibilities than you can successfully manage and can’t decide what to do, start by deciding what NOT to do. Make a list of everything you have to do, then use the following questions to put each task into one of the four following categories.

|  |  |
| --- | --- |
| **Can I remove it from my list?*** What can I say “no” to?
* Is this my priority or someone else’s priority?
* What are the consequences of this not getting done, if any?
 | **DELETE** |
| **Can I ask someone else to do it?*** Can I ask for help with this?
* Is this really someone else’s responsibility?
* Is there someone better suited to doing this task than me?
* Can I ask someone else to do this?
 | **DELEGATE** |
| **Can I push this off to a later date?*** When does this task actually need to be done?
* Can I reschedule this commitment to a more convenient time?
* What can get pushed back without major consequences)?
 | **DEFER** |
| **After I delete, delegate, and defer, what’s left?** | **DO IT** |