

# 5 Steps to Productive Prioritization

## Define "prioritize"

### WHAT DOES IT MEAN TO YOU?

Before you can choose your priorities, you must first be clear on what the word "priority" means to you. Knowing this will help you decide which parts of your life deserve the label.

## Make a list of responsibilities

### WHAT'S ON YOUR PLATE?

Now, it's time to make a list of all the things you're working on and/or responsible for. This could include your job, a specific project, your family, or even a passion. Nothing is off-limits.

## Pick three

### WHAT DO YOU CARE ABOUT MOST?

Consider your own personal definition of "priority." With this definition in mind, go back to your list of responsibilities and pick the three most important things in your life right now.

## Commit

### WHAT CAN YOU DO TO STICK TO THESE PRIORITIES?

Now that you know your priorities, it's time to commit to them. Schedule time to spend on/with each of your priorities and treat that time like an appointment you can't miss.

## Reflect and re-evaluate

### IS IT TIME TO ALTER YOUR PRIORITIES?

Priorities are never set in stone and are always subject to change. Therefore, make time at least once a month to re-evaluate. Have your priorities changed? If so, repeat these steps!

