

What first? – The art of prioritisation

Step 1: *Make a list* – Record everything you want, need or have to do in any order

Step 2: *Assess importance* – A task is important if it helps you to achieve a goal

Step 3: *Assess urgency* – A task is urgent if it demands your immediate attention

Step 4: *Prioritise your list* – Use the results of steps 2 and 3 to plot your tasks onto Dr Stephen Covey's prioritisation model. Decide whether to do, diarise, delegate or ditch each task

Step 5: *Stick to your list* – Refer to it often and update it regularly

