

TASK PRIORITIZATION: PRACTICAL TIPS AND METHODS

The 4Ds

Sort your tasks into Do, Defer, Delegate, Delete categories.

The GTD mind sweep

Write every single task, idea or plan down. Next sort it based on whether they are actionable.

The Eisenhower matrix

Allocate all tasks in four categories based on their urgency and importance.

The Eat the frog method

Pick the least pleasant task of the day and do it first thing in the morning.

The ABCDE method

Assign priorities to tasks where A is for a must, and E is for elimination.

The MoSCoW method

See how task outcomes affect the project and separate into must have, should have, could have, won't have.

The MIT method

Pick three Most Important Tasks and do them first. Once done - move on to whatever you prefer on the to-do list.

The Pareto principle

Identify the 20% top priority tasks that generate 80% value. Spend 80% of your time on those top priority tasks.

Chunking

Get focused uninterrupted working time by allocating specific time blocks to it.