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MY TOP 5 FOR THIS WEEK

WEEK:

WHAT ARE THE 5 TASKS I WILL DEFINITELY COMPLETE BY FRIDAY

NEW?	WHAT	WHY	WHEN	RESULT

UNEXPECTED TIME TAKERS

WHAT HELD ME BACK THIS WEEK?	Was it worth it?

EISENHOWER-MATRIX

	NOT URGENT	URGENT
IMPORTANT	Set a **completion date** Reserve a time slot in your **diary**	Do it **immediately** and do it **yourself**
NOT IMPORTANT		**Delegate** this task (to someone more relevant)

TOP 10 TIPS

- First things first:
  - complete the **least attractive task first** …
  - … the **most important task second** …
  - … and the urgent stuff therafter
- Never forget why you prioritise:
  keep the **value of your work** in focus
- Reserve regular time-slots
  - Do part of your **important work regularly**,
    not all of it in one long marathon session
- Get a **training buddy**
  - just like sport, arrange with a colleague to meet regularly
    and complete important tasks at the same time
- **Think!** Your screen is in front of your eyes, but your brain is behind them
- Your **inbox is not your master**, so turn it off
- **Use Appylser** to develop your smart-life balance
- Ask yourself what would happen go wrong **if you were ill for a day**, then test
  leaving just one „urgent but not important task" until tomorrow morning
- Your priority is **just as important** as anybody else's
- Some people lie to you:
  compromising on your plan is not always the only option

Reflect: Did I plan correctly?

Was the unexpected really unexpected?

Moving forward: What will I change …

Nicholas A. Stanforth
Progress Coach

nicholas@uk-de.com
+49 174 30 78 303
@NStan4th
uk-de.com

Helping people to love their job