



Checklist 17 - Schedule High Priority Activities

Project Name: _____

Date: _____

Yes No

Making a schedule is a very tough task because it isn't always easy to stick to it. So making such a schedule that contains all the important tasks for the day, but these tasks are few in number is a perfect schedule. You do not have to add all the activities in your daily schedule. Instead, add high priority activities in it. If you are looking for the right ways to schedule high priority activities, you are at the right place, just see the below-mentioned steps:

Know Your Priorities:

- 1 The very first step is to identify what is important to you.

- 2 Make a list of your priorities and add those tasks that are important, not those that are urgent.

- 3 Start by adding those tasks that are both important and urgent and do them first.

- 4 Now add the tasks that are important but not so urgent.

- 5 And it will be wise to leave the rest of the tasks because you can do only a few important tasks in a day. Mark the tasks on your list according to their priority order.

Notes

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Identify the Peaks:

- 6 After knowing your priorities, it is time to identify the hours during which you are at your peak performance.
- 7 These are the hours during which you stay completely focused, and you do tasks quickly. Include your major tasks during these hours in your schedule.
- 8 Start adding those tasks that bore you at the start of your to-do list to get them done as soon as possible so that you can reward yourself afterward with tasks that you enjoy.
- 9 Develop a strategy for your tasks and divide them into chunks. Now prioritize those chunks which have more value and importance.

More Strategies:

- 10 Identify your objectives and write them down. Then return all the phone calls quickly as dealing with phone calls on a daily basis is also an important task.
- 11 Use the ABC method and add your most important tasks in column A, then those tasks that you'll be doing soon in column B, and lastly, the tasks that are not so important in column C. Follow these columns while doing your tasks.
- 12 Keep on updating your to-do list by deleting the tasks that you've done and replacing them with more prioritized tasks.
- 13 Manage your time and assign each task some time according to its level in the priority list.

Notes



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- 14 Make a realistic plan.

- 15 Do not make your priority list too long because it will make you frustrated when all the tasks are not done in a day.

- 16 Work on similar tasks together as it will save your time and will spare you some time for yourself.

- 17 Do not forget to take breaks during your day while you're working.

- 18 Meet your deadlines and get your tasks done in order of your list.

Notes