

TODAY'S PRIORITIES

DATE: _____

| COMMUNICATION | PLANNING |
|--------------------------|--|
| Speak with... | Organise... |
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| Write to... | Read, Research & Reflect... |
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| <input type="checkbox"/> | <input type="checkbox"/> |
| Consult with... | Self Care... |
| <input type="checkbox"/> | lunch |
| <input type="checkbox"/> | family |
| <input type="checkbox"/> | holiday |
| <input type="checkbox"/> | professional development |
| <input type="checkbox"/> | exercise |
| <input type="checkbox"/> | fun |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

1 = First priority, 2 = Second Priority etc. D = Delegate, F = Follow up

Additional templates available to download on: www.ippn.ie

NOTES

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NOTES

A large rectangular area with a dashed purple border, intended for writing notes. The area is currently blank.

ALTERNATIVE DAILY TASK PRIORITISATION SHEET

| | URGENT | NOT URGENT |
|---------------|-----------------------------|--|
| IMPORTANT | <i>DO OR DELEGATE TODAY</i> | <i>PREPARATION & ADVANCED PLANNING</i> |
| NOT IMPORTANT | <i>DELEGATE OR DISMISS</i> | <i>ACTIVE TIMEWASTERS</i> |

NOTES:

1. Effective Managers spend most time dealing with items in the Important/Not Urgent category (i.e. forward planning) and least time in the Not Important/Urgent category (i.e. firefighting).
2. Tasks that are important need to be prioritised over those that are not important. Unimportant tasks should be delegated where possible.
3. Urgency only ever increases the longer an item is left undone, particularly the important tasks.

