SKILL 1 – STRATEGY DEFINITION-PRIORITIZATION ERIA

BOOST TRAIN & RETAIN

1) DESCRIPTION OF THE TOOL

Systemize your business, empower teams and improve efficiency. Sometimes it's difficult to decide what the most important work is, and when to do it. You need to prioritize your tasks. This means deciding what order tasks should be completed based on importance and immediacy, allowing you to get things done in the most effective way possible.

Prioritizing your daily tasks will help you organize your time efficiently and boost your productivity. It helps you learn how to complete important tasks first, meet deadlines and have the time to finish larger tasks. The act of prioritization also allows for process improvement, and means that you strategize to make sure you – and your team – are making the best possible use of the time available.

This personal training tool will help you improve your prioritization skills.

2) OBJECTIVES OF THE TOOL

Then following **objectives** can be achieved through the implementation of this:

1.   Improve your time management, set of tasks to be performed.
2.   Prioritization that allows you to conclude the most important projects first.
3.   Delegate less important tasks or get loose of them.

3) CONNECTION OF THE TOOL WITH THE SKILL

Prioritizing task items is a very important skill that can be used both collectively and individually.

This skill is important in any company when it comes to defining strategies.

Prioritization will create an effective company environment, more efficient and productive work.

4) RESOURCE MATERIALS

1.   **Time and place for individual session;**
2.   **Paper,**
3.   **Pencil.**
4.   **Calendar can be used.**

5) HOW TO APPLY THE TOOL

Steps to follow:

It's impossible to prioritize your tasks when they're all floating around in your head. Write them on a regular A4 sheet. Write all the objectives on 1 sheet. Write all the tasks you plan to do on the other side of the page. This will start to create a more transparent list. Then you can start prioritizing. From the written tasks, write down the tasks that you want to do as soon as possible, which are more urgent. That way you can already arrange jobs in the main list. By arranging the first tasks in order of the most important, tasks and things that are less important will come to the fore.

To prioritize your tasks (and your time) you can do followed steps:

1. Capture everything on a Master List and then break it down by monthly, weekly, and daily goals
2. Separate the urgent from the important tasks
3. Rank your daily tasks by their true priority
4. Separate tasks with similar priorities using
5. Set a productive tone for the day
6. Cut out "good enough" goals
7. Be aware of the sunk cost fallacy when choosing what deserves your time (i.e. be flexible enough to change your mind and drop priorities)
8. Prioritize your most important work during your most productive hours.

Time allocation: it depends on the time you can allow yourself, ore individuals.

6) WHAT TO LEARN

You will learn to organize and systematize the work and tasks to be performed.

Perhaps, while thinking about the basic tasks, you will notice some other important tasks. Will make the working day and working time efficient.