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SKILL - Strategy definition - PRIORITIZATION

ERIA



SKILL - PRIORITIZATION

1) Aim - The aim of prioritization is to know and learn process by which potential development items/questions or situations are ranked in order of importance.

2) Objectives –

- a) Understand and learn the skill of prioritization and its importance;
- b) To select prioritization skill development method, preparation and its use;
- c) To create development-oriented long-term planning.

3) Content –

- What is the skill of prioritization;
- Why is it important?;
- What to consider when using this skill?
- How to successfully develop this skill?;
- How apply this skill?;
- What is the effect of this skill?



SKILL - PRIORITIZATION - What is it?

- According to the Merriam-Webster Dictionary, the definition of prioritization is “to organize (things) so that the most important thing is done or dealt with first.”
- Sometimes this involves organizing a group of tasks, or things that need to be completed, and ranking them according to different factors including but not limited to, criticalness, whether or not it is time sensitive, and how long it takes to complete each one.

- Later**
- Tomorrow**
- Today**



Skill is a linked with planning.

SKILL - PRIORITIZATION - What is it?



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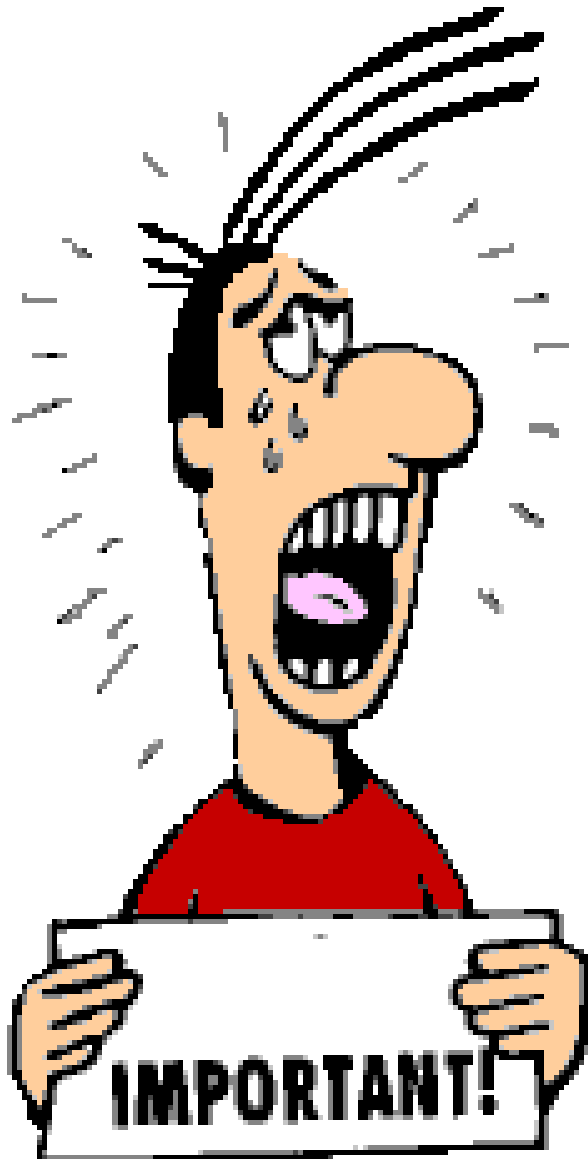


<https://www.youtube.com/watch?v=d-ELxTEepoM>

PRIORITIZATION - Why is it important?



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Prioritization is important because it **with allow you to give your attention to tasks that are important and urgent so that you can later focus on lower priority tasks.**



Establishing priorities is necessary in order to **complete everything** that needs to be done.



f you do not take the time to prioritize, then you will have **trouble getting things done on time**, stress about how you will finish everything on your to-do list, and not be productive.

PRIORITIZATION - What to consider when using this skill?



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CAN YOU DO?

- *Organisation*
- *Planning*
- *Analizing*
- *Time management*
- *Critical thinking*



How to successfully develop this skill? ~~skill?~~ *have abilities of these skills:*

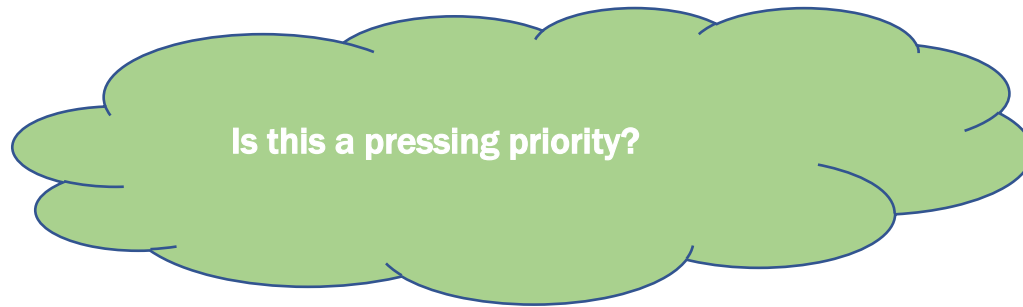
Communication
Personal responsibility
Critical thinking
Creativity
People management
Conflict solving & Decision Making
Organisational skills and flexibility
Focus on what's important
Keep shedule

Decide if it's possible to complete tasks simultaneously

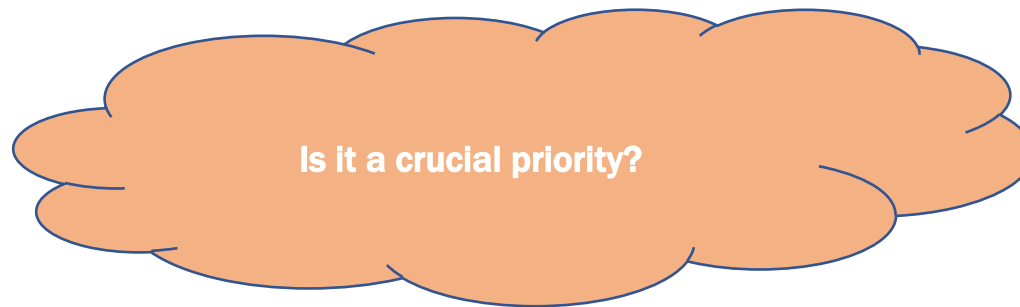
Workflow, or who does what and when?

PRIORITIZATION- How to apply this skill?


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«ASK»

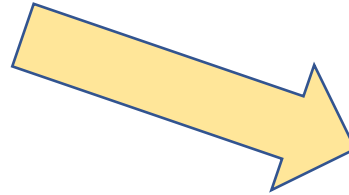


PRIORITIZATION - What is the effect of this skill?

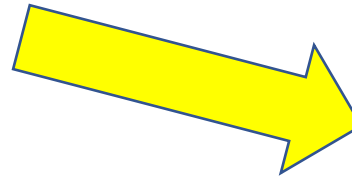
The one with PRIORITIZATION skills can:



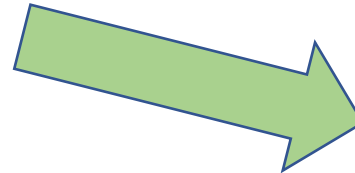
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Making Best
Use of Your Time and
Resources



High impact, low effort



Creating a chain of
logical actions is able
to achieve bigger
goals;

PRIORITIZATION - How to prioritize tasks at work?



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1. Make a list of all your tasks

Effective prioritization comes from understanding what you need to get done. Make a list of all your tasks, including work activities, errands like grocery shopping or picking up your dry cleaning, and family gatherings.



2. Decide which tasks are most important

Write the deadline for each task, and order them from the most to least urgent. You should also think about the consequences of missing deadlines and the rewards for getting tasks done early. For example, missing a work deadline could make a client dissatisfied. However, postponing picking up your dry cleaning shouldn't have any consequences as long as you still have some clean, professional attire at home. You should prioritize meeting your deadlines and start with the tasks that are due soonest.

3. Avoid competing priorities

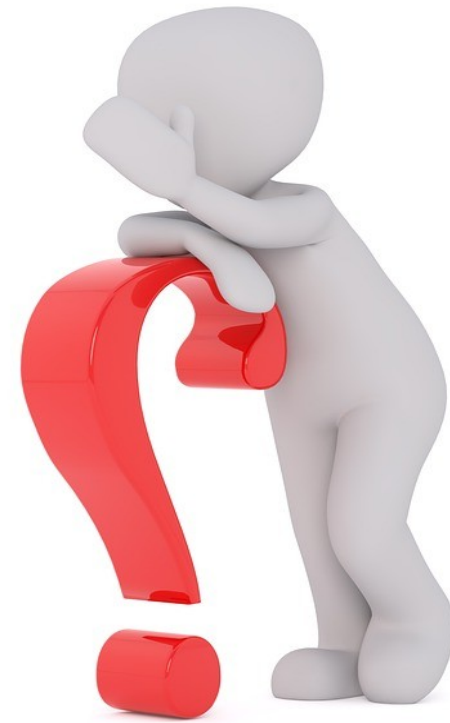
If the tasks you're working on aren't particularly difficult, you may be able to multitask and take care of more than one thing at once. For example, you could attend a meeting with staff members while prioritizing upcoming tasks. However, trying to multitask with more complex tasks can affect your performance. When in doubt, devote your full attention to one task at a time, and work in an environment that's free of distractions. Distractions can include checking emails, notifications, or chatting with colleagues.



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4. Think about your actual goals

Think about your long-term goals and immediate deadlines. For example, you may want to get a university degree or additional certifications to enhance your resume to make you more qualified for a promotion.



5. Consider the amount of effort needed

If you often have a long to-do list, it's easy to become overwhelmed. This feeling reduces productivity and increases procrastination. To avoid it, prioritize the tasks that require the least time and effort. This can help you shorten your to-do list, give you some breathing room and create a sense of accomplishment to propel you through the day.



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