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Daily Prioritisation Checklist

This checklist is designed to help you prioritize your tasks effectively by categorizing them and focusing on what truly matters for the day. By the end of the day, you'll have a clear overview of your accomplishments and a better understanding of how well you've managed your time and energy.

List All Tasks:

Write down everything you need to accomplish today, from both personal and professional obligations.

Categorize Tasks:

Must-Do (Critical): Tasks that are urgent and important, requiring immediate attention today.

Should-Do (Important but Not Urgent): Tasks that contribute to long-term goals and can be addressed later.

Could-Do (Less Important): Tasks that are optional and don't align directly with your core goals.

Rank by Priority:

Once your tasks are categorised, rank them in order of priority within each group.

Time Blocks:

Assign realistic time slots for each task, ensuring that Must-Do tasks receive priority.

Review and Adjust:

At the end of the day, review your accomplishments and move any unfinished tasks to the top of your list for tomorrow. Adjust your priorities as needed.

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Pre-Questions:

Before you start filling out your Daily Prioritisation Checklist, reflect on the following questions:

What are my most important tasks today, and why are they urgent?

What long-term goals am I working toward, and how can today's tasks help me achieve them?

What tasks have I been putting off that I need to address today?

How much time do I realistically have today, and how can I balance these tasks without overwhelming myself?

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let's DO THIS

Top priorities

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Must do

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Should do

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Could do

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Reflection Questions:

At the end of the day, take some time to reflect on your prioritisation and productivity:

Which tasks did I focus on first, and how did that impact my day?
Reflect on whether focusing on critical tasks at the start of the day helped you maintain momentum and clarity:

Did I spend enough time on the "Must-Do" items, or did I get distracted by "Could-Do" tasks?
Consider if you gave sufficient attention to important tasks, or if you allowed less important tasks to take over your day.

How well did I manage my time and energy?
Assess whether you effectively paced yourself throughout the day, and whether you felt focused or drained at different points.

What would I do differently tomorrow to improve prioritisation?
Based on today's experience, what changes can you make in your approach to prioritization for better productivity tomorrow?

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Outcomes of Using the Tool

Enhanced Self-Awareness:
Regularly using the checklist helps you become more aware of how you spend your time and which tasks align with your long-term goals.

Improved Time Management:
Categorising and ranking tasks ensures you focus on what's most important, preventing distractions and maximising your productivity.

Reduced Stress and Overwhelm:
A clear, prioritised plan helps break down complex tasks, making them more manageable and reducing feelings of stress.

Increased Focus and Clarity:
By tackling the most critical tasks first, you stay focused on what truly matters, leading to clearer thinking and better decision-making.