



The Foundation of Productivity: Prioritization

Knowing your priorities is the foundation of being productive. When you know what your priorities are, you are more productive because you spend your time on things that support your priorities. You don't spend your time on things that don't support your priorities.

Step 1: Know What Your Priorities are

If you don't have a North Star List, come up with one. (You'll find a template on our website at www.pmocoaching.com).

Step 2: Manage your workload to those priorities

Learn how to juggle your tasks based on the relative importance of your priorities. Sometimes, work is the most important priority. Sometimes, its family. The priorities are always changing, and you need to consciously think about which of your priorities are taking the spotlight.

Manage every day as if it is urgent that you get the most important stuff done.