Your Planning & Prioritising Toolkit

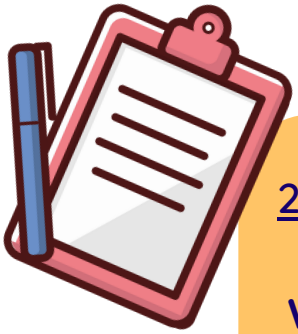


connections in mind

5 TIPS for Effective Planning & Prioritising

1. Get it out your head.

Don't tax your working memory - rather get your plan out on paper where you can see it every day.



2.Use a schedule system.

Whether you like digital or physical schedulers, make sure you plot out your tasks by time once you have prioritised.



3.Energy Zones.

Plan your most cognitively demanding tasks for when you usually have the most energy.



4. Breaks/Downtime & Transition Time

When plotting out your day, don't forget to schedule in breaks (movement & eating) as well as transition time between tasks.

5.Timers & Reminders

When planning your tasks, don't forget to set alarms/reminders - with transition/travelling time in mind - to be on time!





Brain Dump

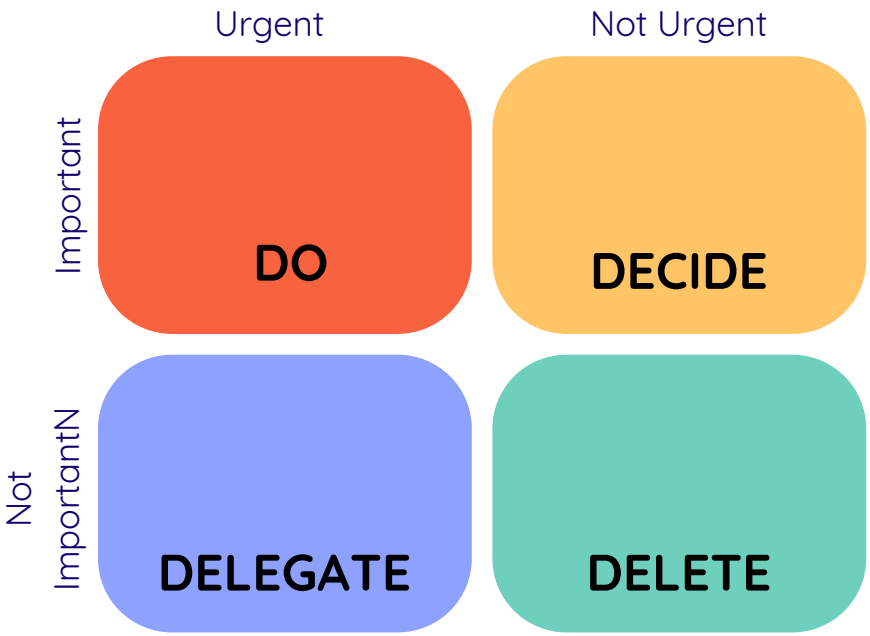
Get it out your head!

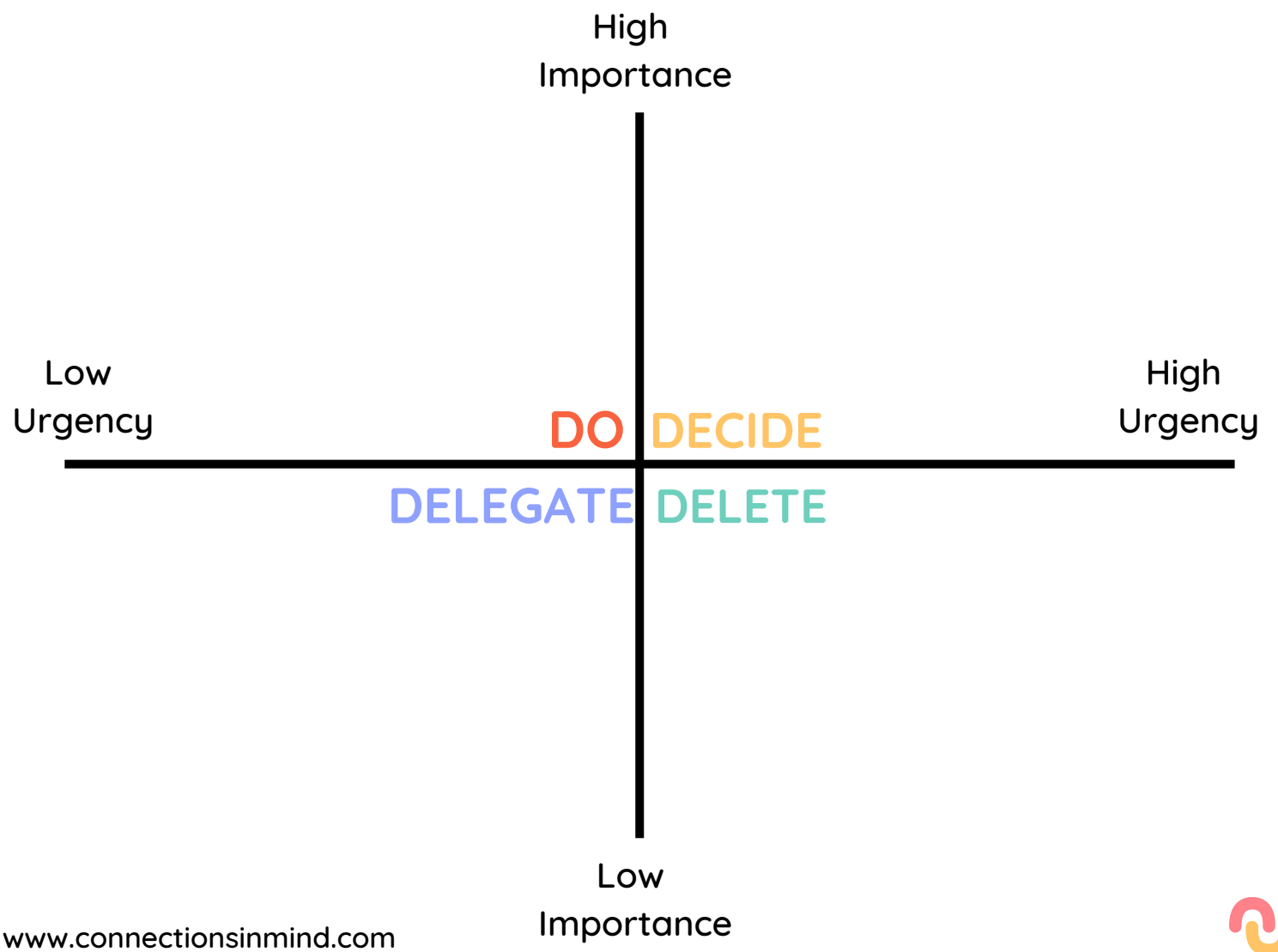
Without thinking too much, use this space below to dump all your to-dos in your mind right now - everything on your plate right now.

This exercise continues overleaf

Eisenhower Decision Matrix

To determine priorities of tasks, look at your brain dump from the previous page, and allocate the tasks in the boxes, according to **urgency and importance.**





Avoiding Task Avoidance

Work out your sticking points!

Often our to-do list is full of tasks we avoid, put off, or never get around to. Sometimes it helps to work out what's blocking us from starting, focusing or finishing a task. A model that can help here is our **Confidence Enjoyment Model.**



Here's what to do:

1. Make a to-do list of task. Chunking bigger tasks down into mini-tasks or sub-tasks can be really helpful.

2. Use a tool like the Eisenhower Matrix (Urgent/Important Matrix) to work out what your priorities are. Now re-list your tasks in order of priority.

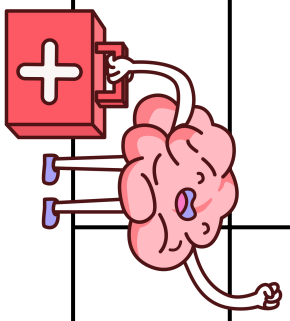
3. You can use this model to investigate the sticking point - We can think about how much we like/dislike doing that task and how sure we are that we probably can/can't achieve the task. Using this, we can get a sense of why we might be avoiding a task – and do something about it.

The model doesn't stop avoidance, or change your priorities, but it helps find the barriers to getting things done so we can frame our next steps.

Triage your To-Dos

Think of your task priorities as an emergency room at a hospital. Which tasks are headwounds (need immediate attention - RED zone), stomach aches (not a total emergency - AMBER zone), and grazed knees (Not urgent - GREEN zone).

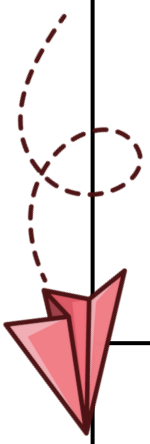
RED	AMBER	GREEN
Need immediate attention (deadlines looming, others need your part to continue)	**Not a total emergency** (Deadline not looming, longer term tasks you want to move forward)	**Not urgent** (Ideas for future projects, 'nice idea' tasks, smaller tasks you can use as 'fillers' when waiting on others)



Kanban Board

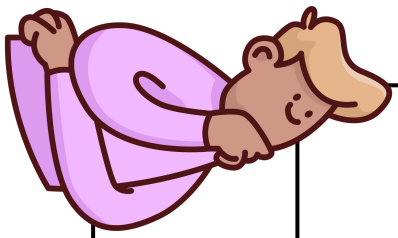
After you have prioritised your tasks, write the ones for today on sticky notes. Start with them all on TO DO, and move them along as you work on them ('DOING') and then DONE.

								TO-DO
								DOING
								DONE!



Productivity Tracker

Take note at the end of each day how your productivity measures, and what you may need to adapt for the following day.
Print one for each week.



Date	What I wanted to achieve today	What went well?	Even better if?

Plan Your Environment

Your work space plays a significant role in how effectively you can concentrate & get things done.
Reflect on your own workspace in the writing space below.



What are things in your workspace that you've noticed interfere with your concentration?

Is your workspace cluttered or organised? Why do you say so?

Do you enjoy working around and/or near others?

What steps can you take to change your workspace to work more efficiently? Make a list below!

Finding your Frog

Your 'frog' refers to your most feared task.

This is usually the task that's fuelling your procrastination & influencing your attention, because you're frantically avoiding it - either because you're overwhelmed, bored with it, or don't know what to do next (eg, a huge work deadline that is due soon).



'Take a bite'

This implies looking for the simplest, smallest next step possible to take. Motivation usually comes after we've begun a task, not before, so this can help us get back on track.

So, rather than tackling the entire activity at once, divide it into smaller chunks, and get started by biting into your frog! Set the mood with ideal work environment set up, and make sure you have all your materials ready whenever you are set to begin.

What is your 'frog' today? Is it similar most days?



My Focus Plan*

*Make sure to put your plan somewhere you see everyday to help keep you on track!

When you prioritise organisation, you free up time to concentrate on what is really important, such as getting enough sleep or completing your deadline. Organising your responsibilities through an easily visible plan allows you to concentrate on what has to be done rather than being distracted by what is going on around you.



1. Which foods will I incorporate in my diet to help my concentration?

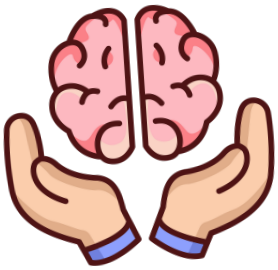
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2. What is the name of the music/sound playlist I will use while working/studying?:

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3. What 3 changes will I make to my study/work environment to help my concentration?:

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4. What are my biggest distractions?:

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5. What reward can I work into my day after I complete a series of tasks?

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