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)