

Smart Moves for Resilience

How to Prioritize

Smart Thinking

So now is the time to work out what is most important to you! I want you to imagine for a moment you were very old and about to die.

What do you think you wish you had done more of? (Would you really wish you'd spent more time binge watching Netflix?)

Learning how to prioritize and to do the most important things first is an important skill.

Smart Questions

How well would you rate yourself for prioritizing what is important?

What are your top 3 priorities right now?

What happens when you procrastinate or avoid doing what is important to you?

How does it make you feel?

"Big rocks" are the most important things you want to do and should be connected to your longer-term goals. Big Rocks represent the things that are important to you – that in your heart of hearts really matters to you and if you don't put the big rocks first, they hardly ever get in at all.

When it comes to planning our week 'Big rocks' are the most important things you want to do that week and should be connected to your longer-term goals.

Smart Activity

When you know what your big-rock-goals are you can be sure to get them checked off before those urgent-but-not-important things start tapping you on the shoulder. (i.e. Finding cat video and ranking them in terms of cuteness or watching best goals every scored post 1966)

Make a list of:

- Your Big Rocks (truly important things – family, health, relationships; life goals)
- Your pebbles (stuff you normally do) and your sand (material things. TV).

Now take out your phone and schedule some time in your diary over the next month when you are going to spend time on your Big Rocks. Set an alert and some repeats.

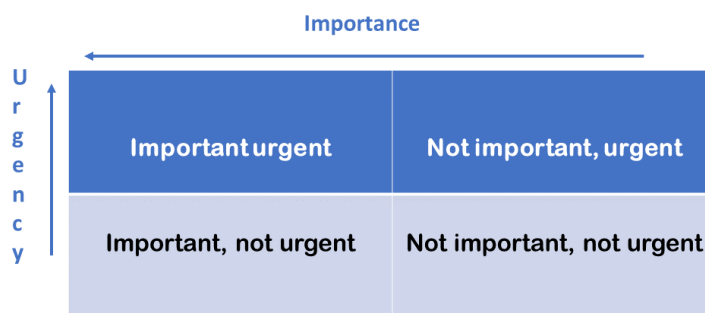
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How do I work out what is important and what is urgent?

Learning the difference between what is important and what is urgent is a skill and one you must practice. Sometimes we learn when we get things wrong! Think through what the consequences are to not doing something and that will help you decide what's important or not.

Try to complete your own Urgent/important box

When you know what is important and urgent (or not) you can build a habit of prioritizing the important/urgent tasks over the not important/not urgent



Smart Questions:

What has stopped you focusing on what really matter in the past?

What form does your procrastination come in?

What are you going to do differently moving forward?

“Procrastination makes easy things hard
and hard things even harder.”

Mason Cooley

Whatever form your procrastination comes in – work out what it is and give it the elbow!