



CONTEXT

Where do you need to be to do your tasks?

What do you need to have around?

Phone, Office, Computer, Agenda, Home, Shops.

This is the key limiting factor—it doesn't matter how important that email is, if you aren't at the computer, you can't do it. Don't be reminded of things you can't do.

Which are your key contexts?

TIME

Although you can 'chunk' your jobs into smaller pieces, don't start a task that will require a lot of uninterrupted time, when you only have 15 minutes before your next meeting.

Try to find a longer gap in your schedule to allow you to work on a bigger task. **Hint:** We usually underestimate how long our tasks will take.

Which current task needs more than an hour?

ENERGY

Don't tackle tasks that need you to be in peak performance when you aren't feeling at your best.

Equally, save routine, low-energy tasks for that low point in the day or week.

Match the task with the energy level.

When is your energy high?

When is your energy low?

PRIORITY

Priority is made up from the IV Quadrants exercise and based on two factors, urgency and importance.

Importance is determined from upper levels of the Focus Framework (Values/Goals).

What is highest priority now?

What are your 'Big 3' for today?

- 1)
- 2)
- 3)