

prioritisation exercise

First, brainstorm 10 activities or projects that you would like to progress over the coming year. These can be personal or professional.

A	
B	
C	
D	
E	
F	
G	
H	
I	
J	

Second, prioritise each activity or project against every other activity or project (eg, A versus B, B versus C). Which is most important? Write the corresponding letter in the relevant box.

	A	B	C	D	E	F	G	H	I	J
A										
B										
C										
D										
E										
F										
G										
H										
I										
J										

Third, count how many times each letter appears. Record your tally in the table below.

A	B	C	D	E	F	G	H	I	J

Fourth, identify your priority activities or projects by ranking each letter in the table below. The letter with the highest score should be written next to number one, and so on. In the right-hand column, rewrite the associated activity or project. Your original list now appears in order of importance.

Priority	Letter	Activity or project
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Finally, use the results of this exercise to determine how you will prioritise your time, energy and attention over the coming year. You can write any ideas, plans and strategies in the space below.

Strategy 1	
Strategy 2	
Strategy 3	
Strategy 4	