

# How To's

## PRIORITIZING

### Learning Outcomes

The goals of this How To are for you to be able to:

1. Find which method or tool works for you.
2. Improve your task division and prioritizing skills.

### Shopping List

You will need:

- A quiet moment.
  - This downloaded fillable PDF.
- or
- Printed out version of the exercises.

### Happy Learning!

There are 24 hours in a day, but you still feel as though you never have enough time for anything? Constantly caught between work, personal development, sport, social life, time for yourself, family and household duties?

Dive into this How To to learn all the tips and tricks to get the most out of your time - after all, time is money.

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# Prioritizing Methods

Many people struggle to prioritize their neverending to-do list. There are countless methods, tools and strategies on how to prioritize better and get more things done within a shorter amount of time.

The trick is to find which method or tool works best for you. In this How To we have included two methods and two tools.

## #1: Frog-Eater

It might have a funny name, but the Frog-Eater method is a simple yet effective way to getting your tasks done. Each day, you start by eating your biggest frog(s) (=biggest tasks of the day), going from biggest to smallest frog. Once you have eaten your frogs, you have room for other things!

What frogs do you need to eat today?

## #2: Pareto Analysis

The Pareto Analysis on the other hand, states that 80% of your results come from 20% of your work. The tricky part is figuring out what the 20% is, once you have that you can make it your productivity benchmark.

What are my 20% that bring in the results?

# Prioritizing Tools

## #1: The Eisenhower Matrix

With this tool, you prioritize your tasks in order of urgency. Tasks that are important and urgent should be done right away, important but urgent tasks should be scheduled, urgent but not important tasks can be delegated, and tasks which aren't important or urgent can be removed from your to do list!

Fill in the boxes with can be Done, Scheduled, Delegated and Eliminated:

	URGENT	NOT URGENT
IMPORTANT	DO	SCHEDULE
NOT IMPORTANT	DELEGATE	ELIMINATE

## #2: Chunking

Instead of completing as many tasks at once, and falling into the trap that is multitasking, you divide your day into “chunks” – blocks of time for completing each task.

Bear in mind that each chunk should be 60-90 minutes max.

Fill in the chunks in the sample week below with your own tasks:

Monday	Tuesday	Wednesday

  

Thursday	Friday

# The Last Tips

Congratulations, you now know a little bit more about prioritizing!

However, as practice makes perfect it's now the time for you to get out there and start prioritizing as much as possible!

## Here are some tips to keep in mind:

- 1 Check out other methods like Pomodoro.
- 2 Practice, Practice, Practice.
- 3 Try out the various tools and see which one works best for you.
- 4 Try using apps or technology to help you.
- 5 Reflect on your progress!

## Extra Inspiration

Article: [Prioritize Tasks](#)

Podcast: [Prioritize your Day](#)

Video: [Get things done!](#)

Website: [Doors Open](#)