

Prioritizing: The Dump and Sift Method

1. Dump it: Create a Long List

(List everything you think you should, want, or have to do for the upcoming week.)

2. Sift it: Prioritize it

(Assign an A, B, or C to the items above. Keep your long term goals in mind.)

"A" items are very important

"B" items are moderately important

"C" items are somewhat important

3. Get Specific: Create a Short List

(Rewrite the items that you found to be most important. Make sure that they are specific, measurable, action oriented, and realistic.)

Estimated Time Required