

Choosing My Priorities

10-15 minutes. Choose a priority for this week and make room for it. Use short phrases.

1. Compare priorities: keep, reduce, share or defer

Priority	Why now?	Demand on me	Decision

2. Choose your first priority and what you will reduce or defer.

3. Turn your choice into a next step

First small action

When and where

Support or agreement needed

Review date and what to look for