

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.

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3. Turn your choice into a next step

First small action

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When and where

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Support or agreement needed

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Review date and what to look for

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