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# Cannot prioritize research is a long term task

According to Merriam-Webster Dictionary, to give priority is to organize (things) so that the most important thing is done or treated first. It involves the organization of a group of activities, or the things that must be completed, and the ranking them according to different factors, including, but not limited to, critical, even if it is not the sensitive moment, and how long it takes to complete each. This helps us determine what should be focused on to achieve maximum productivity and get more. It seems that there are two common ways of looking priority: regarding what should be done before when you have a lot of tasks to complete. As for time management, such as priority throughout the day to make sure you have time for everything. This is similar to a student who says he doesn't have enough time to go to school, do homework, eat, sleep, exercise, socialize, etc. that is said to give priority in order to do everything effectively. Because priority is important priorities that contain it is necessary to complete all that must be done. Definition of priorities is important because with allowing you to give your attention to the tasks that are important and urgent so that you can then focus on activities with lower priority. If you do not take the time to give priority, then you will have difficulty reaching things done in time, stress on how you intend to finish everything on your to-do list, and not be productive. Think like that. Everyone has the things that must be done. Often, people track everything they have to do with creating a list. While, a list can be effective to see an eye view you need to take such items and understand what you need to focus on Now, in order to do things, work efficiently, and save time and energy. As a priority to determine what needs to be done now, you need to go through all your a-DOA's and ask yourself a few questions. This is a pressing priority, which means what this article has a deadline approaching, and the consequences if it is not finished in time? For example, a work obligation that must be done by tomorrow night. These activities must be assisted today. It is a fundamental priority, which means that this item must be done, but is there not pressing expiry at this time? For example, a work commitment that will take about a day that is due next week. Is this a priority not mandatory? This means that there are no consequences if it is not completed and most likely not a deadline. For example, the vision of tonight's football game. For example, a work assignment should probably be turned on the expiry date to avoid being reprimanded by your boss (priority pressing), and working on it is probably more important than watching your favorite TV show at 8:00 PM (non obligatory priority). When priority, it is also important to consider where each element is compared to other items. In addition there are a variety of specific prioritization methods that we talk about in this article to help priority. Giving target priorities like humans, there is so much that we want to achieve in our personal and working lives. For this reason, we must decide which objectives we must face first. To assign a priority as goals should be classified, you must first list all your goals. For each goal, decide how long you want to spend on it, and when you want to reach them. This article includes some great questions to ask when you go through each goal. It is important through these questions so that it is possible to determine which goals mean more to us. Remember that you are the only one who knows your goals better than yourself. What goal (s) do I think more? What (s) goal would give me more energy if I could commit to now? What results would make me feel more proud of myself? What results can I bring with me forever, and/or what achievements would seem the most permanent to me? This is important. In ten years, how important is the goal for me? What goals are in line with my real values? What goals are ally in my control, and not too much dependent on other people or circumstances? This goal is a "external or an internal desire? What do I have the sense of urgency to go on right away? If I could act despite my fear, what could I wish for myself right now? What goals do me a heavy or lethargic feeling when I think of them, and what goals give me an "rush of positive endorphine when I think of them? What goals and their necessary efforts adapt best to a "slow or to the rhythm of my life? What better size in my context and / or current life circumstances? We have created a lens priority worksheet. Click here! Keep in mind, the objectives are not the actions you take, but rather the metrics you can hit. These metrics show you if you are moving in the right direction. Now, to get closer and approach your goal, you need to decide which projects to realize to help you get there. So how to presume projects? Priority projects are "Methodology thinks of a project as a great initiative. The choice of projects on which to work is fundamental to help you approach your closer to satisfy your goals. Unfortunately, much of the time we don't have time to make every project that we would like because you can't do everything - however, you will definitely choose the best projects to ensure that you reach your goal. Fortunately, there are some techniques that help you prioritize and classify those design projects if you don't know where to start. Progett priority matrix A project priority matrix helps us decide which projects are the crucial ones to get closer to your ultimate goal. This will help you classify potential projects by looking at factors such as the advantages of completing the potential project and importance. Using this method, it is positioned every aspect of the projects you want to complete and then compare the rankings to determine which projects are the best use of your time. Once you decide, you will work on those important projects and throw others from the moment. During this process, it is important to note your goals so you can create the best action plan. To determine which projects are of great importance, it begins by creating a list of all the projects that would be carried out. Then, you will create a list of benchmarks to help you assign every project an evaluation. A good number of benchmarks would be about 5-15 anywhere. These benchmarks that allow you to assess whether the project is imperative or not, and consider which (if there is) value that would lead to completion? Make sure these are concrete, but specific to maintain persistence when evaluation. You want to put these in order from the most important initiatives for less important initiatives for when you assign a weight (# 3). Some basic examples could be: Budget: This project will take us our budget, and if what are the repercussions? Complexity: This project will be easy to complete or will it be the time it requires and complex? Possibility of success: there is the possibility that this project fails, and if there are consequences? For each project, you pass through the benchmarks and create a graduate scale from 1-10. At this point, you need to understand what each of those numbers mean. For example: 1 there is a possible budget this project while 10 is this project to bring us significantly beyond the budget 1 would be the project is extremely simple and could be delegated to a lower team member, while 10 it would be the It is so complex that it will take a lot of higher level team members to finish. 1 is that there is no possibility that the project can fail; 3 There is the possibility that fails, but it is not likely; 5 is that it is likely that it fails, but it would not lead to serious consequences; 10 is that it could might and place many consequences vote your benchmarks based on the scale for the potential project 1, I rank of 3 budget for the potential project 1, I will rank the 7th for the potential project 1, I would like to classify the probability of success to 4 Decides the weight of the benchmark with 10 being that it is extremely important and 1 being that it is not so important if it is not satisfied. This is acting that some of these benchmarks are more important than others. Assigned a budget weight of 8 Assigning the complexity a weight of 10 multified rating for criteria: budget: 3 x 8 = 24 complexity: 7 x 3 = 21 chance for success: 4 x 10 = 40 Add these: the project 1 is total 85. Repeat this process for each project and then watch all the weighted ranks. At this point, you will have an idea of what projects you should focus on the best result. Click here for a model to start Big Bet, Home Run, Small Win Daniel Shadaro has created a way to decide which projects you should focus on and what are the ones you should set aside to help you give priority to your projects. Just because a project is important, it doesn't mean that you will add any value to what you are trying to reach. When you cross potential projects, two questions arise: What is the probability of it being successful? From there, he put the projects in the priority matrix. So what does every quadrant mean? Great bet & "These projects must be used the skills and knowledge of the superior dog. Thus, the in office leader must devote time to supervise the project, at least at the beginning. Like the leader & "odoppia already & " and is personally involved, the project is more likely to end up being realized. The project can be delegated once the leader ensures that the project will have success, so becoming a home run. Home Run & "As mentioned above, you want to spend most of your time by focusing on the big bets. If the project has a high probability of success, this is when the leader will delegate the task to a superior team member. This team member must have the potential to do so. As always, when we delego any type of activity, you must be clear in your indications and open to answer questions. Check at least once a week to make sure they are on the right path. Small Win & "Small Wins are delegated to team members, but not to stellite team members as in home rides. The leader must not keep an eye on a small victory as much as they would like for a race at home because he is less important. Junk & "This is the moment of the leader to sweep away all the garbage projects that are holding back to the company. Once you get rid of the garbage that keeps you back, you can focus on new projects. Priority projects are made up of many different tasks, or objects of action that help you realize the project. In simpler terms, activities are elements that can be controlled by a checklist. So, job priority is necessary to perform your projects so that you can reach your goals. If you have difficulty understanding the differences between goals, projects and tasks, here is an example to help you view them. Allison is the marketing director of a new technological company that has just opened. The company's business goal is to bring more than 15% more customers next month. To do this, one of her projects is doing a direct mail campaign. Make a direct mail campaign consists of many tasks such as deciding which company to use, making the prices of several ad agencies, and design the ad. Eisenhower Method Developed by Dwight D. Eisenhower, the prioritization Eisenhower method will help you make the most of your time optimizing how you use it. The Eisenhower method divides the activities into four categories, and shown in the underlying quadrants. Criticism and urgent urgent but not urgent not critical, but urgent or critical, nor urgent to remember, it means critical that the task is of high importance and urgent means that is sensitive time. Quadrant One: Critical and urgent tasks These tasks must be done at this time, or as soon as possible. Examples: An emergency, a deadline, or stop a flood dial two: Critical, but not Urgent Tasks These must be done at the end, but not until they face those tasks in dial one. Examples: A project that is due in two months, preparing for your seminar that is three months, or long-term planning Quadrant Three: Not critical, Ma Urgent Tasks These must be done right now, but they must not be done by you. Examples: You have documents that need to be compiled by tomorrow, but that could be delegated to someone else so you can focus on what is critical, respond to an email, or make a Quadrant booking Four: Nor Critical, Né Urgent Tasks These tasks will not put a roof over the head if you do not complete the tasks in quadrants 1, 2 and 3. Examples: Check social media, watch TV Using the Eisenhower method will help you decide what you have to accomplish right now to determine what you should spend your time. ABC Prioritization ABC Prioritization uses the first three letters of the alphabet in order to set your priorities and increase your organization all around. First, you need to write a list of all your priorities for a specific time period, for example for today or this week. Then, you will put an A, B, or a C and a number next to each priority in your list. What does an A mean? These are tasks that would go to the Critical and Urgent section of the Matrix Eisenhower. These are tasks that must be done, and if they do not, there will be consequences, how not to finish the article that your boss needs by tomorrow. Next, you would add a number to it. 1 be the most important task, and 10 be the still important task, but less important in category A. Number 1 would be shutting down the most serious fire. What does a B mean? These are similar to Eisenhower Critical, but not urgent. These tasks are important, but do not require your maximum attention at this time as there are no serious consequences for not doing so at the moment. You should never complete a B priority before a priority A; you do only a B priority if you have all the fires in A. So, I'll finish that article before I return an unimportant secretariat. What does a C mean? These are the same as the non-critical and non-emergency box of Matrix Eisenhower. If I do not do this, there will be no repercussions; For example, there will be no consequences if I look at an entire season of a TV show or not. Start to your A1 task and do not move on until it is completely finished. So continue through your A tasks, and then you can go to B and C tasks. MoSCo MoSCoW Method is an acronym often used in many management sectors such as project management and software development, although it could also be used for daily priorities. For this reason, I describe the Moscow method in the context of a project. In case you were wondering, the O are just there for auditory effect because how can you remember MSCW? You must have this: These are extremely priority and contribute to the overall success of a project. These parts of the project must be satisfied or otherwise the project will be a failure. You should have this if possible: If the time is still available you are finished with M's, then you would go on these. These are still of high priority, but they can be postponed until late; these will not affect overall the project if they are not completed right now. It could have this if it doesn't concern anything else: if we don't complete these, the project has yet happened. These are desirable and nice to have if we can get to them, but it's ok if we don't do it. This is this. This, equivalent to turning in a relationship with all requirements, but if we have time, adding drawings to make it look more professional. We'd like in the future but they don't have time right now: These are the least important. These will not be part of this project, but they are still important and I could be included in some way in the future. Prioritization at risk Matrix Just as the name implies, you will identify the possible risks and prioritize them according to which those have the potential to cause greater damage. This allows you to determine which risks can create the worst consequences to correct these risks. First of all, make a list of your risks and include the worst possible scenarios that may occur if these risk events have been. Does the final result positively or negatively? If negative, how negative would it be and what could be the consequences? If you have problems, think about similar projects you have done in the past and the risks that have been associated with them. After you put your list together, you have to determine what the most harmful consequences might have. To those who have more will be given a 5, and to those who have less chance of chaos will be given a 1. At this point, you want to think about ways to prevent those high-risk events from occurring. These are your priorities. On the other hand, if it is a low-risk event, you want to look carefully, but do not put so much time to prevent it because it has the potential to cause less damage. Here is an image of MITRE with a great explanation of the numerical risk categories. Parents Principle Also known as rule 80/20, the Pareto Principle, which states "80% of the results come from 20% of the action." As a result, when you decide where to concentrate your efforts, you want to choose 20% of the tasks that will give you the highest return on your time investments. You can also use the Sffort vs. Impact chart below to decide what are those 20% of activities. Effort vs. Impact Another method of prioritization based on the dial - this helps us decide where not only our time, but our effort should be concentrated. When you consider priorities are, it is important to consider how much you put the job you put in and what you get for every priority. Or, in other words, how much it costs against how much you were rewarded. High impact, low effort These priorities require little effort, but bring back a great return. If possible, this is where you want to spend most of your time. Start with these! High impact, high effort These priorities require you to put a lot of work in, and consequently, you will have a great return. These tend to be the time it consumes, and sometimes the investment of time is worth. Focus on these efforts second. Low impact, low effort You did not put much in the task, and subsequently you do not get much out of it. As the high impact, high effort, these tasks can not always be worth it, although they can aid if you do them enough. Focus on these three. Low impact, high effort You put blood, sweat and tears in it, and your hard work did not pay at all. You want to avoid these tasks as they are a waste of your time. Download this model here Action Priority Matrix The Matrix Action Priority is just another name for Effort vs. Impact method. Quick winnings are high impact equivalents, low effort The main projects are high impact equivalent, high Fill Ins efforts are low impact equivalent, low effort The ungrateful tasks are low impact equivalent, high effort Source: Mindtools Prioritization Examples Now that we have covered some different priority methods, we continue with the example of The Marketing Director of the new company. As we said, Allison is trying to determine his marketing plan to increase sales and increase the company's customer base. To determine which marketing strategies use, you could use effort effort Impact method to determine which priorities should start. Maybe it's between two projects: a content marketing and a direct mail campaign. From there, it would decide which will lead to the highest return of investments by analyzing the resources that would be put in it (time, effort, money) and what will come out (more sales, more customers). Let's just say you're going with the direct mail campaign. You may decide to organize your tasks according to the Eisenhower prioritization method. Remember, his tasks are: to establish meetings with advertising agencies that decide which advertising agency to use by comparing the prices and plans that design advertising and decide which specials and products advertise meetings with advertising agencies and decide which goesasse could be classified under critical and urgent since he wants to get the word on his company as soon as possible. Designing advertising at the critical moment, but not urgent because it has not decided which agency to go yet. Now, let's say he finally decides in a company to work with, but the term of the company to be presented in the advertising package this month is in a week. This means you have to work quickly and decide what you want to focus on your efforts. To understand this, maybe he will use the Moscow method to decide what he has to have, he should have, he might have, and he did not win. He decides that he must have the graphics with explanations and costs to show what the technology company offers. You should decide on some offers and coupons to include in the advertisement to bring more people to the store. However, its priority is getting all the graphics and explanations. If you finish those, then you can consider which promotions to use. He wants to design a new background for the announcement, so making it pure green, but if he doesn't have time, I'll be fine. He would like to look at other ads of the competitors, but since it is in a time crunch, figure it is okay to wait until next month when they advertise again. Using these priority methods helps to decide what should be at the center of attention to have the best marketing campaign possible. Priority tools 1. Priority matrix (US) The priority matrix is a prioritization tool that helps you give priority, focus and work more intelligently. It is great for when you have many projects full of many other tasks to help you keep track of what the next are. The 4-square structure of Matrix Priority offers the best trace of priorities in each project, and in all responsibilities if you work individually, with a small group or with a large team. The priority matrix includes features to set the dates of the commission and synchronize with the calendar, upload and share files, communicate through the in-app chat and many others. The priority matrix already has the model of Eisenhower and much more loaded in the system; However, if you are not a fan of what they have, you can customize your models. Books on prioritization 1. Getting Things Doing The Things Management Method (GTD) is a strategy that will teach you how to manage your time by focusing on aspects of time management, tasks management and productivity. The author David Allen teaches you how to use time effectively so you can get things you have to be done, done, so you can focus on things you like to do. It focuses on how stress affects productivity, and if we are unable to loosen, then we will not realize everything we have the potential to achieve. Here is a summary from Goodreads: & "The world of today, yesterday's methods do not work. To get things, veteran advisor and management consultant David Allen shares revolutionary for stress-free performance that has introduced tens of thousands of people across the country. Allen's promise is simple: our productivity is proportional to our ability to relax. Only when our minds are clear and our thoughts are organized we can achieve effective productivity and unleash our creative potential. When completing Allen Shows as: applying & " - & " do delegalo, postpone it, let it fall the rule to get your inbox to empty the revaluation objectives and stay focused in changing the plans of plan Situations and getting pristine themselves exceed feelings of confusion, anxiety and be overwhelmed to feel good about what is not doing from the fundamental principles to prove the tricks, doing things can transform the way you work, showing how to collect the rhythm without wearing down. & " - 2. How to get control of your time and your life of Alan Lakein what has in common Gloria Steinem and IBM? Both have sought the advice of Alan Lakein, a famous time management expert, in order to minimize the time when they wasted and maximize their production capabilities. Now its practical wisdom and its incredibly effective simple rules are available for you: how to build your will force like waste time for pleasure and profit how to work more intelligently, no longer difficult and much, much more reading this Book can be the most essay investment of your time you've ever done! The priority matrix of origin uses 4 quadrants to help you concentrate on the main priorities and projects. When using the priority matrix, it becomes more responsible for yourself and make sure you spend the time it matters more. More information on the priority matrix. Matrix.

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