

Prioritisation and Values Worksheet instructions:

We seem to live in a time-pressed world where it is common to have multiple overlapping commitments that all require immediate attention now. Urgency is no longer reserved for special occasions; they are an everyday occurrence. When setting priorities, it can be very useful to think about what is important versus what is urgent.

Begin with your 'to do' list, be very clear of all that needs to be done. Then alone and in consultation with your boss, team and or colleagues decide the objective levels of urgency and importance. The grid below, designed by Steven Covey is an excellent resource for this process.

- 1. Urgent and important** are the immediate and important deadlines.
- 2. Important and not urgent** are the long-term strategic and developmental goals.
- 3. Urgent and not important** are the time-pressured distractions. They are not important, but someone wants it now. You may consider how these can be shared or delegated.
- 4. Not important and not urgent** are those activities that yield little or no value. These are activities that are often used for taking a break from time-pressured and important activities.

Many people find that most of their activities fall into **Urgent and important, or Urgent and not important**. As a result, they don't focus on **the Important and not urgent**. Yet this work is exceptionally important because one must work both tactically and strategically at the same time.

Reference::

Covey, S., Merrill, A.R., & Merrill R.R. (1996) *First Things First*.
<https://www2.usgs.gov/humancapital/documents/TimeManagementGrid.pdf>
<https://www.gq.com/story/adam-grant-productivity-interview>

Wellbeing Worksheet instructions:

We all know what we should be doing on a daily and weekly basis to look after our wellbeing, writing down our not negotiables is a way to keep ourselves accountable.

1. Document your wellbeing 'to do' list, be very specific.
2. Categorise the activities in terms of ease and importance.

Easy: The things you could start doing now that don't require much equipment training, change in routine or motivation.

Important: The things you know based on research, professional advice and personal experience make a big difference to your wellbeing.

Difficult: the things you will need much equipment training, a change in routine, motivation, and/or external accountability.

Unimportant: there is no evidence personal or otherwise that this will have any impact on your wellbeing.

3. Pick one new thing to do this week from the **easy important** list and document it.
4. If you wish to extend yourself, pick something from the **difficult important** list, but take it slowly and define and access all the resources you need to succeed.

Wellbeing Worksheet instructions:

Date: _____

Document your wellbeing 'to do' list, be specific.

Categorise the activities in terms of ease and importance.

Easy: The things you could start doing now that don't require much equipment training, change in routine or motivation.

Important: The things you know based on research, professional advice and personal experience make a big difference to your wellbeing.

Difficult: the things you will need much equipment training, a change in routine, motivation, and/or external accountability.

Unimportant: there is no evidence personal or otherwise that this will have any impact on your wellbeing.

Wellbeing to do list (be specific: include frequency and duration)	Category Easy, important, difficult, unimportant

Prioritisation, Wellbeing and Values Worksheet

Date: _____

Three things I will accomplish this week that I care about 1. 2. 3.
Three ways I will help other people this week 1. 2. 3.
New Wellbeing activity: (include frequency and duration)
Accountability:

Covey's Matrix (update daily)

Urgent and important 	Important and not urgent
Urgent and not important 	Not important and not urgent