

Prioritize For Meaningful Workloads

Are you working on meaningful or impactful work? Due to lack of prioritizing, we tend to run out of time for the important stuff.

Research shows that meaningful work is important to morale and promotes a better work life. Teams that consistently perform meaningful work are more committed, engaged with a high rate of job satisfaction.

We often dilute our day with work that does not consist of high priorities or tasks that we cherry-pick as our favorites. One way to increase our meaningful workload is to prioritize the current tasks and responsibilities into categories that help us execute important work and remove the time-wasters.

URGENT

DO

High Priority Impact Work:

- Firefighting
- Crisis management
- Important phone calls
- Deadline driven projects
- Last minute preparations
- Tasks with clear expectations with significant consequences

IMPORTANT

NOT URGENT

PLAN

High Impact Work:

- Strategic planning
- Personal care
- Meaningful meetings
- Professional development
- Relationship building
- Team alignment and building

IMPORTANT

URGENT

DELEGATE

Low Impact Work:

- Interruptions
- Some calls and emails
- Other people's minor demands
- Some reports
- Proximate pressing matters
- Insignificant activities

NOT IMPORTANT

NOT URGENT

ELIMINATE

Low Value, Low Impact Work:

- Meaningless tasks or busy work
- Complaining
- Some emails and phone calls
- Analysis paralysis
- Time-wasters
- Social media or web browsing

NOT IMPORTANT