

Personal Prioritization

Name:

Date:

| Must Do Things I don't necessarily want to do, but connect to my deepest values and desired relationships | ← Should Do → Everything on my radar that is pulling on me right now | Want to do Things not necessarily required, but energize me, fulfill me, and bring personal satisfaction |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| | <p><i>Advanced agility course</i></p> <p><i>Support Project X</i></p> <p><i>Quarterly newsletter</i></p> <p><i>Boot camp for Project Y</i></p> <p><i>Charter Project Z</i></p> <p><i>Launch community of practice</i></p> | |

Step 1 – LIST:

Write down, in the center column, everything on your radar, pulling on you right now

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| <i>Advanced agility course</i> | ← <i>Advanced agility course</i> | |
| <i>Support Project X</i> | ← <i>Support Project X</i> | |
| | <i>Quarterly newsletter</i> | |
| <i>Boot camp for Project Y</i> | ← <i>Boot camp for Project Y</i> | |
| | <i>Charter Project Z</i> | |
| | <i>Launch community of practice</i> | → <i>Launch community of practice</i> |

Step 2 – TRIAGE:
Move items into the “Must Do” and “Want to do” based on your most meaningful motivators

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| <i>Advanced agility course</i> | ← <i>Advanced agility course</i> | |
| <i>Support Project X</i> | ← <i>Support Project X</i> | |
| | <i>Quarterly newsletter</i> <i>defer</i> | |
| <i>Boot camp for Project Y</i> | ← <i>Boot camp for Project Y</i> | |
| | <i>Charter Project Z</i> <i>defer</i> | |
| | <i>Launch community of practice</i> | → <i>Launch community of practice</i> |

Step 3 – OWN IT:
Declare your Must Do items.
Re-energize from your Want To Do items. Build a case for deferring your remaining Should Do items

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Must Do

Things I don't necessarily want to do, but connect to my deepest values and desired relationships

← Should Do →

Everything on my radar that is pulling on me right now

Want to do

Things not necessarily required, but energize me, fulfill me, and bring personal satisfaction