

Title:

How To Prioritize Your Work

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452

Summary:

Regardless of whether you are a student, work at home mom, a web designer, or a CEO of a Fortune

There is no exact science to prioritizing, but there are several tips that should help yo...

Keywords:

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Article Body:

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There is no exact science to prioritizing, but there are several tips that should help you bec

* Make a list ~ this may seem obvious but you'd be surprised at how many people try to organiz

* Consider time constraints ~ what absolutely needs to get done today and what can wait until

* Consider people constraints ~ all things equal, move things that other people are waiting on

* Consider the consequences ~ are you going to get fired if you don't do something? Is another

* Re-prioritize as necessary ~ let's face it, priorities change. As they do, update your list.

* Remove unimportant items ~ is there something on your list that you always push to the botto

* Don't list EVERYTHING ~ only list crucial tasks. You don't need to list routine tasks (like

* Do everything you can to keep your list small ~ this means saying NO sometimes. You are not

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