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How to manage priorities?

Let’s explore it through a personal method by **Elena Mirandola**, Business Leader, Sports Industry Expert, and former CEO of F.C. Como Women. Since May 2024, she has been an **Executive Teacher** at Wibo.



Have you ever heard of decluttering?
It means tidying up, removing the unnecessary, and keeping only what matters. How can we declutter our work? Find out here 👇

01 Identify 4 or 5 key areas of your work.

These are the 4 or 5 main categories of tasks you do most often—the ones that take up the most time and mental energy.

02 Link each area to its most important goals.

These are the results that truly measure the effectiveness of what you do. Each main category should contribute to achieving one or more objectives.

03 Check the impact.

At regular intervals, ask yourself:

Which of the 4 or 5 key areas have led to achieving the goals? Which haven’t?

04 Declutter.

If an activity hasn’t had an impact, you have three options:

- delegate it
- scale it down
- eliminate it completely

Flip the page to do the practical exercise ↩️

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Decluttering in practice 

Grab a pen. It’s time to really get organized.

Identify the 5 main categories of activities you perform

01

02

03

04

05

Identify the 5 goals that the activities you perform are linked to.

01

02

03

04

05

Return regularly and ask yourself: did the activity lead to achieving the KPIs?

	Yes	No
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Choose how to manage the activity: if it hasn’t met the goals, you can **delegate** it, **scale it down**, or **eliminate** it.

01

02

03

04

05