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How to prioritize important tasks?

"We do not have little time, but we waste much of it.

Life is long enough, and it has been generously given to us to accomplish the greatest endeavors—if it were all well spent."

Seneca, De Brevitate Vitae



A **quick and practical exercise** to check if you're focusing on what **truly matters**. Read the instructions below and complete it on the back!

01 Identify your key projects

List at least five important projects that you know you should be working on, even if they're not necessarily urgent. These can be professional or personal projects.

02 Grab your calendar

Take a look at your calendar for the current week, whether it's physical or digital. Write down which tasks you worked on and for how long. If you haven't recorded everything in your calendar, try to recall it from memory—this step is crucial to the process.

03 Reflect on your activities

- How many of the tasks you completed this week are directly connected to the important projects you need to move forward?
- How many are indirectly connected?
- How many are not connected at all?
- Most importantly: which tasks can you cut to free up more time for what truly matters?

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The instructions are on the other side of the page!



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02

03