

# HOW TO PRIORITISE REAL WORK

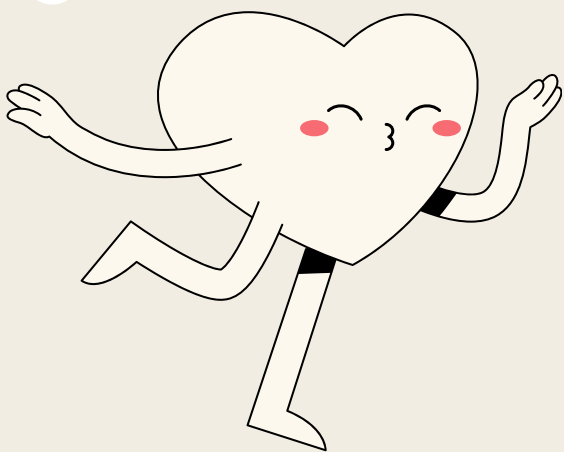
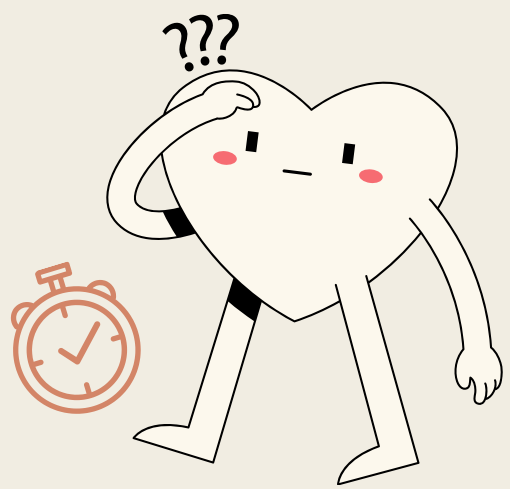


## SET CLEAR GOALS

CLEARLY DEFINE YOUR GOALS AND PRIORITISE TASKS THAT DIRECTLY CONTRIBUTE TO ACHIEVING THEM.

## MANAGE YOUR TIME

BREAK YOUR WORK INTO FOCUSED INTERVALS WITH SHORT BREAKS.

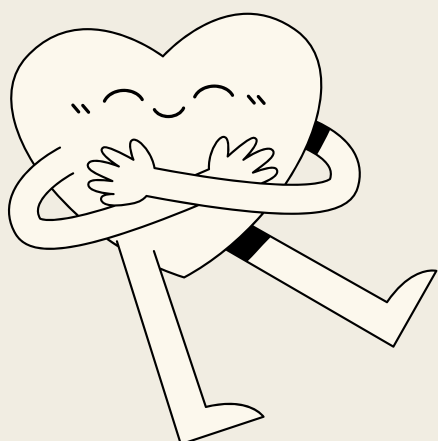
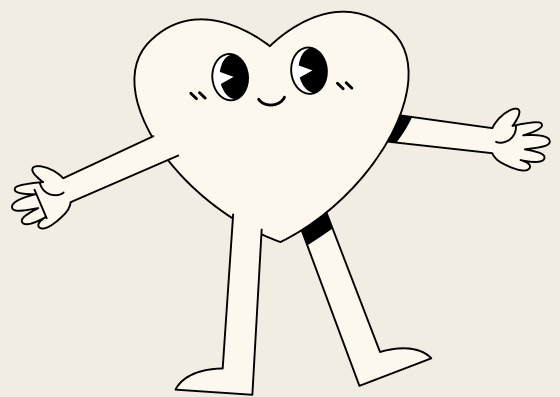


## DELEGATE & AUTOMATE

OFFLOAD TASKS THAT CAN BE HANDLED BY OTHERS AND AUTOMATE REPETITIVE TASKS.

## LEARN TO SAY "NO"

DECLINE TASKS THAT DON'T ALIGN WITH YOUR PRIORITIES.



## REVIEW YOUR PROGRESS

FREQUENTLY REFLECT ON YOUR WORK TO ENSURE YOU ARE MAKING MEANINGFUL PROGRESS TOWARD YOUR GOALS.