

# IMPORTANCE OF PRIORITIZATION

- Later
- Tomorrow
- Today
- NOW**

*All Rights Reserved. No parts of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of AGRIHORTICO*

**© 2019 Agrihortico Digital Publishing**

## What is Prioritization?

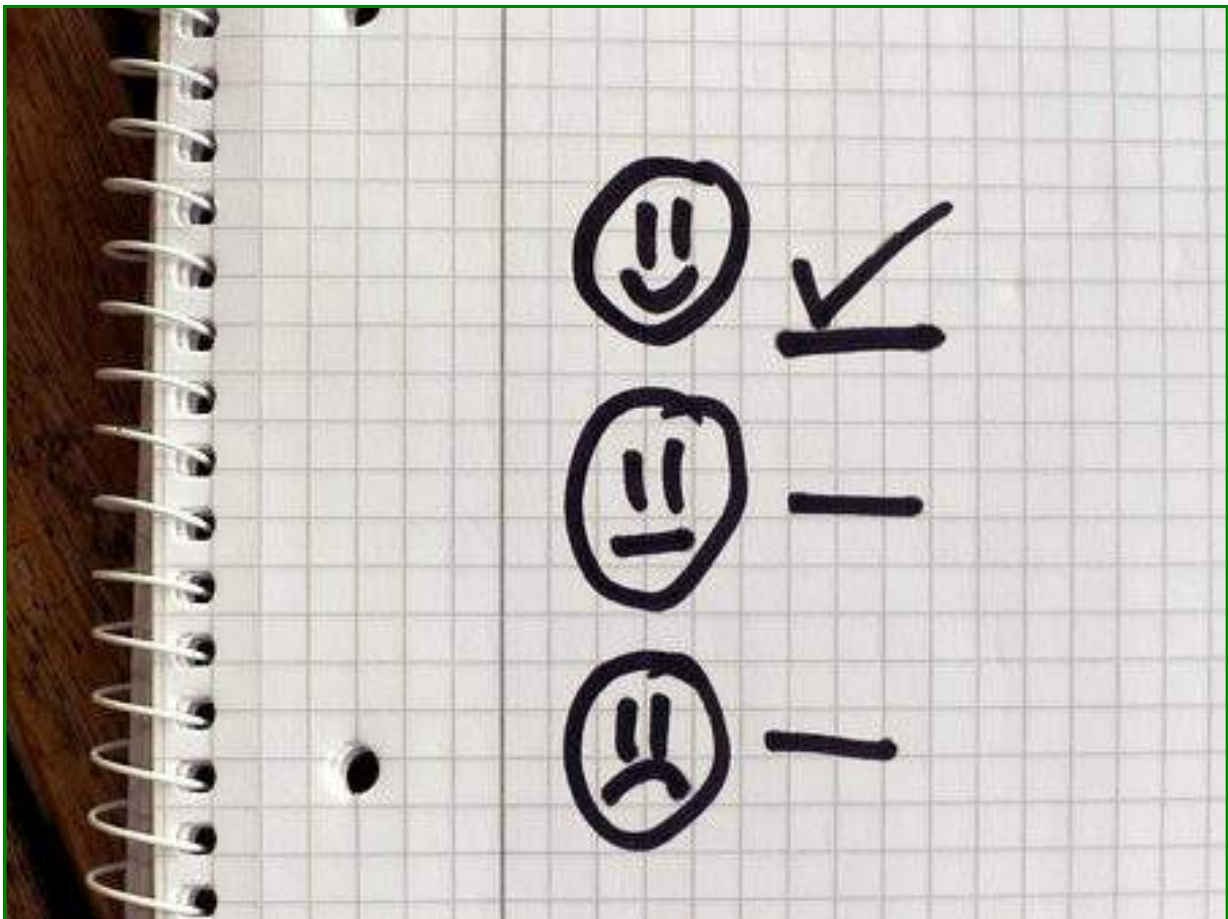
Prioritization is the process of arranging tasks in order of importance. Ask the following questions before prioritization:

1. Which task should be done first?
2. Why is this particular task important?
3. Whether benefits are more by prioritizing this task?



## Importance of Prioritization

The key is not to prioritize what's on your schedule, but to schedule your priorities. As all entrepreneurs know, you live and die by your ability to prioritize. You must focus on the most important, mission-critical tasks each day and night, and then share, delegate, delay or skip the rest.



## Prioritization and Purpose

A sense of purpose gives direction to life. All those tasks and activities that lead to the realization of purpose should be prioritized. By exploring purposes and asking 'why' repeatedly, we are able to check that our immediate task is worthwhile in the long term. Purposes give us a reference against which to make future decisions and actions.



## Priorities Defined By Criteria

Priorities can be defined by following criteria:

- Critical
- Very very important
- Very important
- Desirable
- Not important

**Note:** Critical and important tasks are to be done on priority basis



## Secrets of Prioritization

Make sure you understand your purpose or life goal

Align your goals with your actions

Make time for critical and important actions first

Leave out unimportant actions

Make corrective actions along the way

## Tools for Prioritization

**Three major tools for prioritization are:**

1. **To do list:** Note down all tasks in a 'to-do-list' in order of importance
2. **An Annual plan:** Make a daily list, weekly list, a monthly list and finally, an annual plan
3. **Schedules:** Arrange the tasks based on IMPORTANCE and URGENCY. Delegate unimportant and less urgent works to others. Make a schedule to get the rest of things done on time





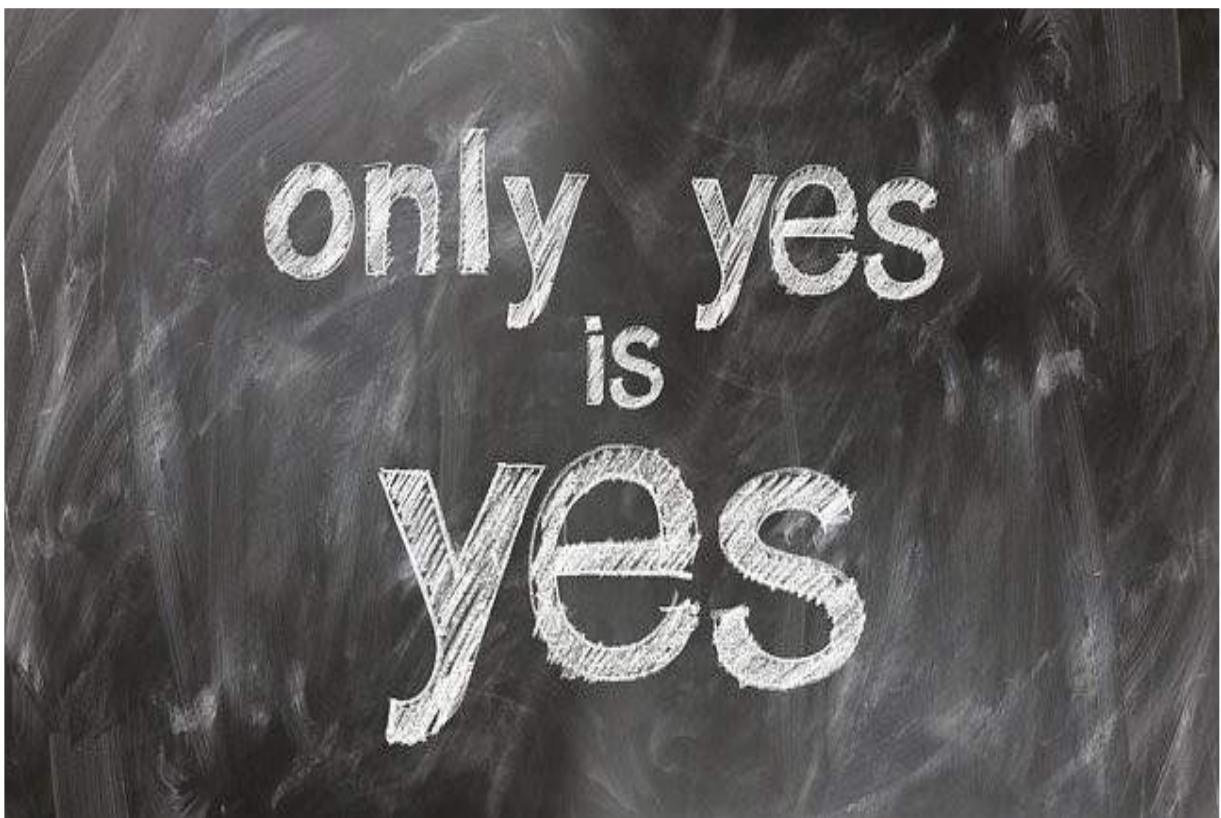
## Priority Categories

**Urgent and Important:** Do these tasks as soon as possible

**Important, but not urgent:** Schedule a time line to get it done

**Urgent, but not important:** Delegate these tasks

**Neither urgent nor important:** Leave it out from the list



**FOR FURTHER INFO...**

*Visit Our Website at*

**<https://agrihortico.com>**

*Or*

*Contact us at*

**[info@agrihortico.com](mailto:info@agrihortico.com)**

**[agrihortico@gmail.com](mailto:agrihortico@gmail.com)**

