



# Prioritisation of Work

Example framework

*Draft for Discussion*

# Overview

“Weak and scattered thoughts are weak and scattered forces; strong and concentrated thoughts, are strong and concentrated forces” *(John Kehoe Quotes, Mind Power Into the 21st Century)*



**Issue:** Business owners wear multiple hats- Head of Sales, CFO, Performance Manager, Senior technician just to name a few. In turn, this can significantly limit their capacity and availability to lead, direct and grow the business



**Concept:** Develop a clear focus on what’s important for you and your business by prioritising how you **managed time** and by better **delegating tasks**. That way, work is performed at the “lowest” (i.e. least expensive) level that is: a) competent to complete it, and b) to meet your client’s needs



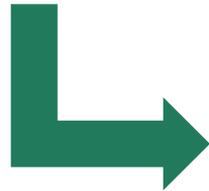
## Benefits:

- More time and effort can be spent growing the business
- Greater work/life balance by focusing on only the important things
- Reduce stress and increase productivity by avoiding having to handle too many tasks at the same time
- More opportunities to upskill and train staff which can increase employee engagement
- Builds motivation through positive reinforcement- when you see positive results, you will become more motivated to handle more tasks



# Example framework

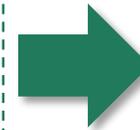
Prioritisation of work is a simple but effective way to ensure time and effort is spent on the most critical and value-adding tasks



**Step 1: Delegate tasks**

Risk to Business	High	<p><b><u>Mentor</u></b> then Delegate  <i>Hand over work once appropriate training has been conducted- this is ideal for professional development of staff</i></p>	<p><b><u>Keep</u></b>  <i>This is the work you do! Delegating the other three quadrants means you have more free time and/or time to focus on these tasks</i></p>
	Low	<p><b><u>Delegate</u></b>  <i>Quickly delegated to an appropriate person as this is relatively simple work e.g. answering phones, screening calls etc.</i></p>	<p><b><u>Delegate &amp; Oversee</u></b>  <i>Not a risk but still complex enough to perhaps warrant expert help</i></p> <p style="text-align: center;">Or</p> <p><b><u>Simplify</u></b> then Delegate  <i>Try reengineer the work to simplify it and move it to low-risk/low-complexity box to be delegated</i></p>
		Low	High

Task complexity



**Step 2: Manage your time**

Important	High	<p><b><u>Should do</u></b>  <i>Allow plenty of time to do these things so that they do not become urgent</i></p>	<p><b><u>Must do</u></b>  <i>Could you have foreseen this but left till last minute?</i></p>
	Low	<p><b><u>Shouldn't do</u></b>  <i>Ignore or cancel these tasks</i></p>	<p><b><u>Could do</u></b>  <i>Reschedule, Delegate, or shorten the task</i></p>
		Low	High

Urgent



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