



Tools for the *Excelerated* Life

A PRIORITIZING TECHNIQUE

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- 5. vv

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A PRIORITIZING TECHNIQUE

Are you having trouble deciding what's most important in a list of choices? Or do you have a list of items that you need to prioritize? Here is a foolproof method for prioritizing.

Begin by listing all the things that you want to prioritize. Next, compare the first item on your list with the second item. Which is the more important of the two? Put a check mark next to that choice. Now, look at item number one and number three. Which is more important? Put a check mark next to your choice. Compare number one and number four. Which is more important? Put a check mark next to it. Continue in this manner until you have compared item #1 to every other item on your list.

Now, compare item two and item three. Which is the more important of the two choices? Put a check mark next to it. Compare item two and item four, item two and item five, and so forth until you have gone through the list again. Then do the same with item three, item four, etc. until you have compared every item with every other item.

Finally, count your check marks. The item with the most checks is your #1 priority. The item with the next most checks is #2, and so forth. This is your prioritized list.

For example, suppose I have 5 things on my To Do list:

1. Order tickets for play.
2. Shop for wife's birthday.
3. Research web site hosting options.
4. Clean garage.
5. Complete monthly report.

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I compare (1) Order tickets for play and (2) Shop for wife's birthday. Of these two choices, number (2) is more important, so I put a check next to it.

1. Order tickets for play.
2. Shop for wife's birthday. ✓

Next, I compare (1) Order tickets for play and (3) Research web site hosting options. Of these two choices, number (1) is more important so I put a check next to it.

1. Order tickets for play. ✓
2. Shop for wife's birthday. ✓
3. Research web site hosting options.

I compare (1) and (4). Of these two, number (1) is more important, so I put a check next to it.

1. Order tickets for play. ✓✓
2. Shop for wife's birthday. ✓
3. Research web site hosting options.
4. Clean garage.

Finally, I compare (1) and (5). Of these two, (5) is more important so I put a check next to it.

1. Order tickets for play. ✓✓
2. Shop for wife's birthday. ✓

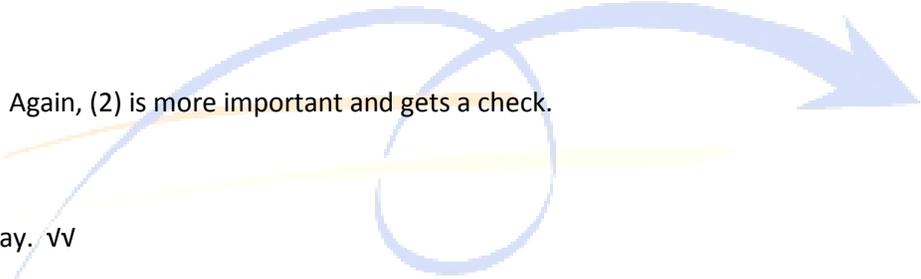
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3. Research web site hosting options.
4. Clean garage.
5. Complete monthly report. ✓

Next, I compare (2) and (3). Of these two choices, (2) is more important, so it gets another check.

1. Order tickets for play. ✓✓
2. Shop for wife's birthday. ✓✓
3. Research web site hosting options.

I compare (2) and (4). Again, (2) is more important and gets a check.



1. Order tickets for play. ✓✓
2. Shop for wife's birthday. ✓✓✓
3. Research web site hosting options.
4. Clean garage.

Finally, I compare (2) and (5). Of these two choices, (2) is more important and gets another check.

1. Order tickets for play. ✓✓
2. Shop for wife's birthday. ✓✓✓✓
3. Research web site hosting options.
4. Clean garage.

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5. Complete monthly report. √

Then, I compare (3) to (4). I decide (4) is more important than (3) and (4) gets the check.

1. Order tickets for play. √√
2. Shop for wife's birthday. √√√√
3. Research web site hosting options.
4. Clean garage. √

I compare (3) and (5). Of these two, (5) is the more important and gets another check.

1. Order tickets for play. √√
2. Shop for wife's birthday. √√√√
3. Research web site hosting options.
4. Clean garage. √
5. Complete monthly report. √√

Finally, I compare (4) and (5). (5) is the more important of these two tasks and gets another check.

1. Order tickets for play. √√
2. Shop for wife's birthday. √√√√
3. Research web site hosting options.
4. Clean garage. √

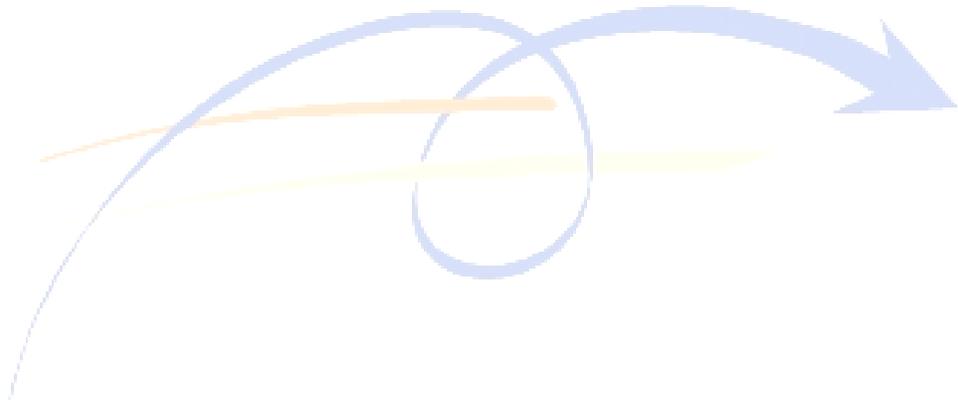


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5. Complete monthly report. √√√

I now have my prioritized list.

My most important task is (2) Shop for wife's birthday, with 4 checks. Next, (5) Complete monthly report, with 3 checks. Then, (1) Order tickets for play, with 2 checks. (4) Clean garage, with 1 check. And, the least important, (3) Research web site hosting options.





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