

7 STEPS TO FOCUS

**How to manage your time and energy
when you have a lot of stuff to do**

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7 STEPS TO FOCUS

- STEP ONE** **WRITE YOUR TO-DO LIST**
- STEP TWO** **REITERATE YOUR GOALS**
- STEP THREE** **PRIORITISE YOUR GOALS**
- STEP FOUR** **SCORE YOUR TO-DO LIST**
- STEP FIVE** **LIST YOUR TOP PRIORITIES**
- STEP SIX** **DETAIL YOUR TOP PRIORITIES**
- STEP SEVEN** **MAKE A PLAN**

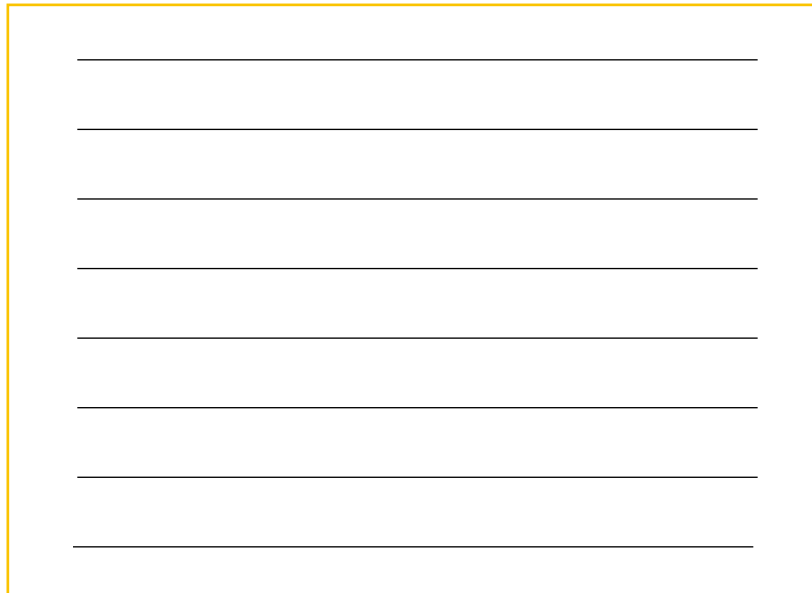
STEP ONE

WRITE YOUR TO-DO LIST

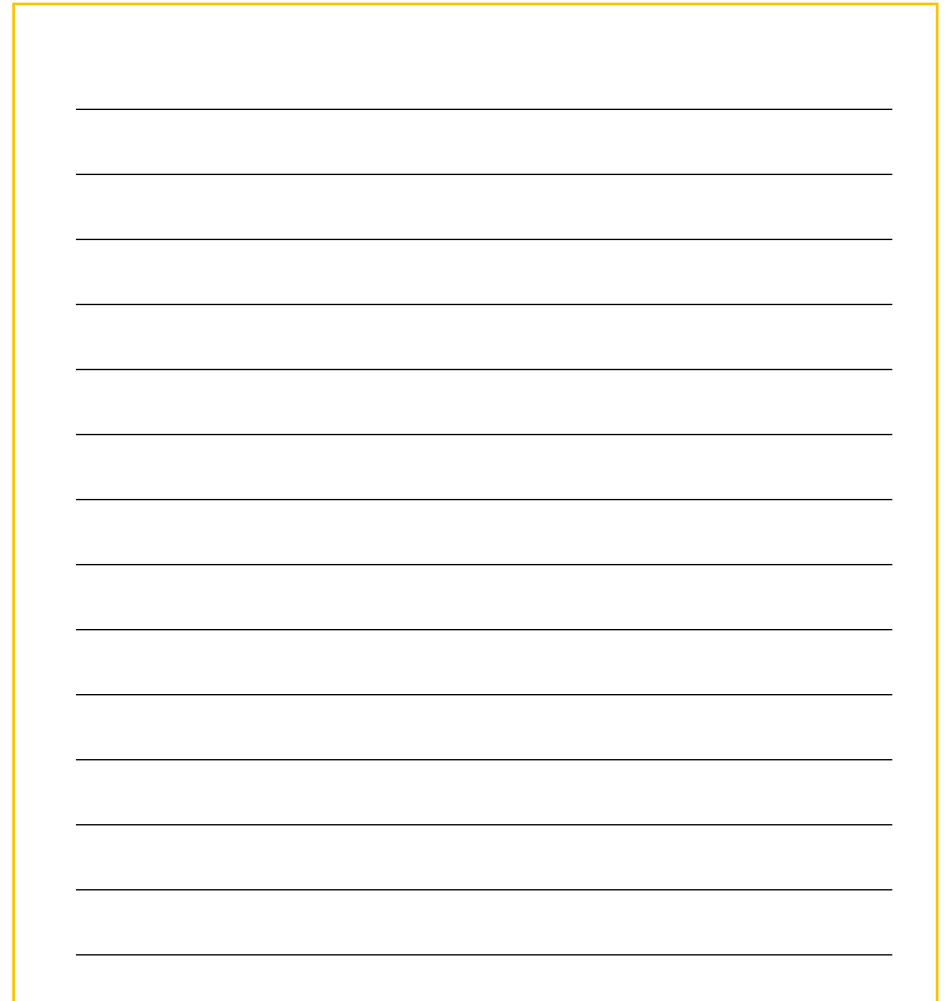
You can't work with what you can't see.

Write down everything you can think of – big, small, obvious, invisible, the lot.

Consider keeping a running list somewhere accessible over a day or two so that you can add to it as you remember.



A rectangular box with a yellow border containing ten horizontal lines for writing.



A rectangular box with a yellow border containing twenty horizontal lines for writing.

STEP TWO

REITERATE YOUR GOALS

Your big picture goals and focus areas should drive your daily reality.

Reiterate what you're aiming towards right now and consider your key focus areas and objectives.

Bonus tip: keep this somewhere you can see it!

BIG GOAL

KEY FOCUS AREAS

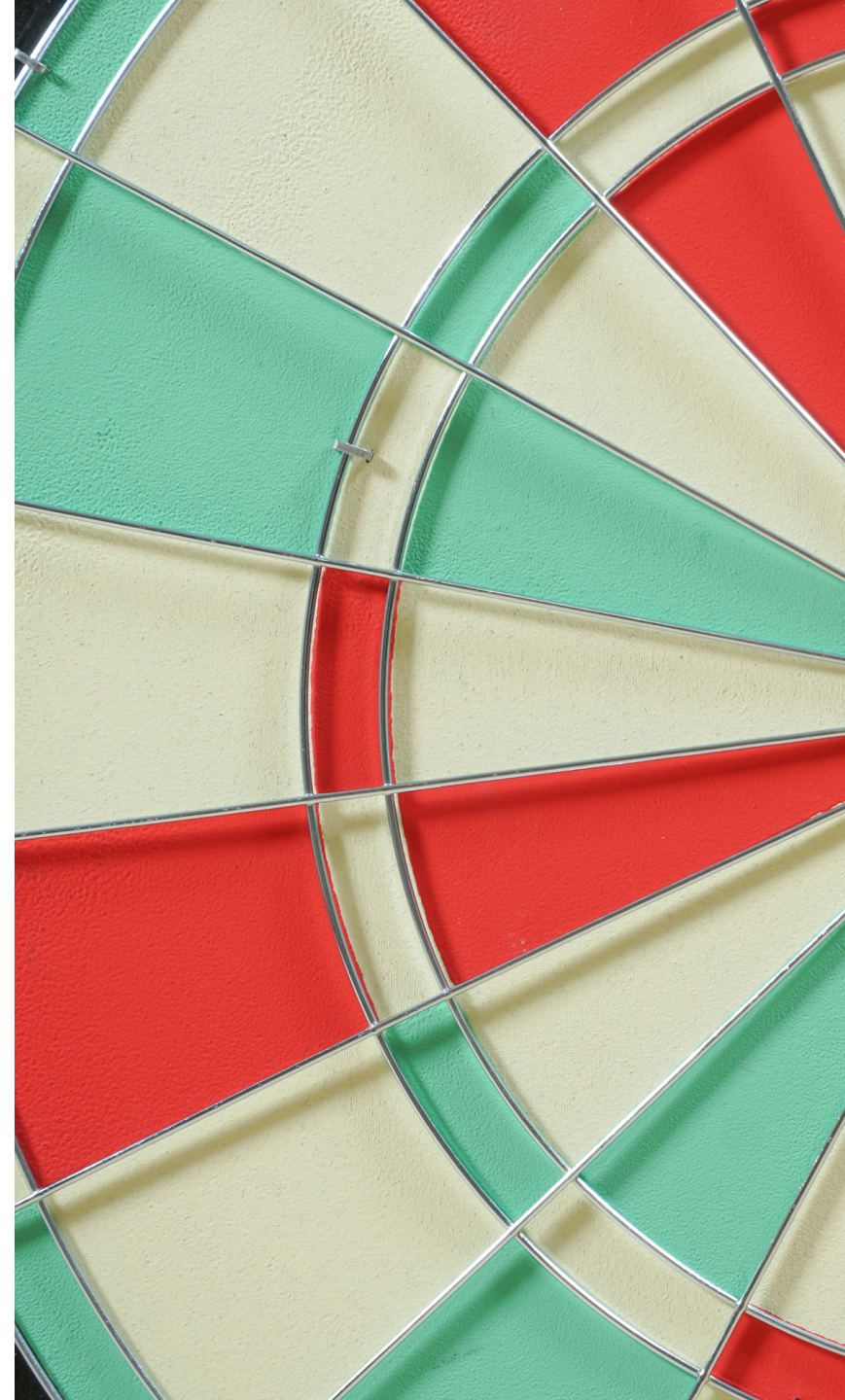
STEP THREE

PRIORITISE YOUR GOALS

Your big picture goals and focus areas are not created equally.

Consider the relative importance of your objectives by assigning a weighting to them, out of a potential 100.

FOCUS AREA	WEIGHTING



STEP FOUR

SCORE YOUR TO-DO LIST

Now you can use the criteria you developed in steps 1-3 to 'score' your to-do list.

- List each of the tasks and projects from Step One into the left column of the matrix.
- List each of your focus areas, and the weighting you assigned them, in the top row of the matrix.
- Score each of your tasks for alignment with/ contribution to your key focus area.

Here's a handy scoring system:

- Low alignment/ contribution: 1
- Moderate alignment/ contribution: 2
- High alignment/ contribution: 3

Then, apply the weighting to tally the total score and pick the winners!



STEP FIVE

LIST YOUR TOP PRIORITIES

Your matrix will have identified your top priorities, based on the highest weighted scores.

List these now, and consider:

- Grouping related items
- Readjusting as required
- Timing, dependencies and deadlines.

Then, identify your top 3 priorities to work with in more detail.

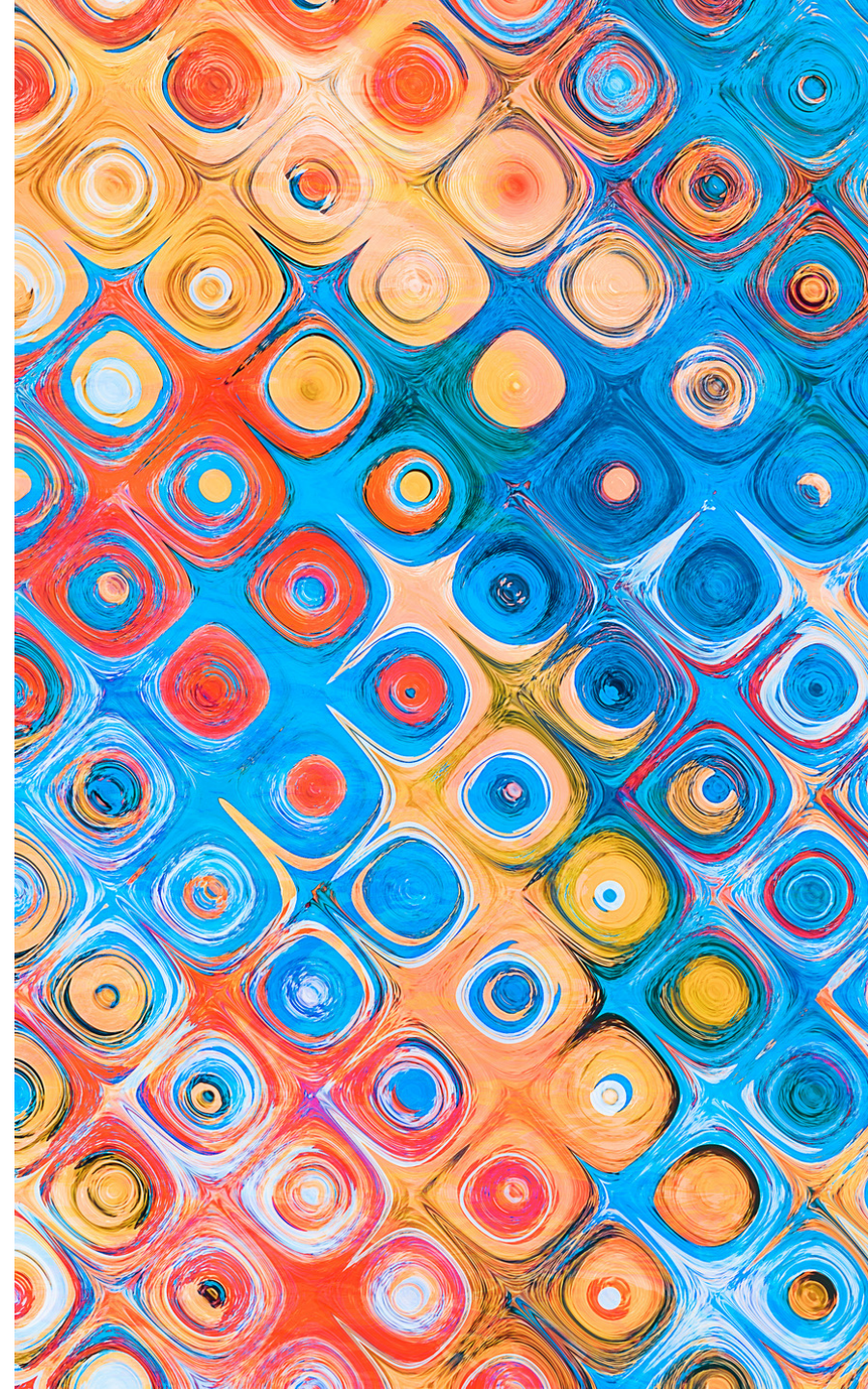
PRIORITIES

STEP SIX

DETAIL YOUR PRIORITIES

It's time to turn your top priorities into tangible entities that you can work with. Spend some time considering:

- The steps and milestones involved
- How long each step or milestone will take
- What help or support you will need
- Who else needs to be involved
- Dependencies, deadlines and connections to other tasks
- Risks and things that might go wrong.



KEY STEPS AND MILESTONES

PRIORITY:					
STEP	RESPONSIBILITY	CHALLENGES	TIME ESTIMATE	CONNECTIONS AND DEPENDENCIES	RISKS

KEY STEPS AND MILESTONES

PRIORITY:					
STEP	RESPONSIBILITY	CHALLENGES	TIME ESTIMATE	CONNECTIONS AND DEPENDENCIES	RISKS

KEY STEPS AND MILESTONES

PRIORITY:					
STEP	RESPONSIBILITY	CHALLENGES	TIME ESTIMATE	CONNECTIONS AND DEPENDENCIES	RISKS

STEP SEVEN

MAKE A PLAN

Now it's time to consider how you can bring an overall plan with milestones into your calendar.

Allocate sufficient time each day or week to complete your priority in the target timeline, and consider who you need to bring in.

TO SCHEDULE

TO CONTACT

TO DO NEXT