Prioritas

Put what matters first.

WHY PRIORITAS

Prioritas comes from the Latin idea of what comes first.

Most of us do not have too little to do. We have too much.

The day I stopped trying to do so much, I got so much more done.

Use this book to create space to choose what matters, focus your attention, and allow some good things to wait.

And when things get noisy, take a Clarity Break and put them back in order.

THIS PRIORITAS BELONGS TO

NAME

EMAIL / PHONE

STARTED

Start where you are.

USE IT SIMPLY

WHAT MATTERS MOST

What is your one priority this week?

TOP 3 STEPS

Identify the three actions that will move it forward this week.

NEXT

Capture what deserves attention if you complete your one-priority work.

NOT NOW

Capture what can wait.

REFLECTIONS

Notice what you learned.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Put what matters first.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

“The way to get started is to quit talking and begin doing.” — Walt Disney

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

What matters deserves protected time.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Go deep, not wide.

CLARITY BREAK

What has stolen your attention?

STILL MATTERS

DISTRACTIONS

PUT FIRST NEXT

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Are you busy or productive?

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

A good idea does not automatically deserve your attention.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

“Success demands singleness of purpose.” — Vince Lombardi

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Some good things need to remain “Not Now.”

CLARITY BREAK

Where has activity replaced progress?

STILL MATTERS

DISTRACTIONS

PUT FIRST NEXT

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Focus is deciding what you will not do.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Do less better.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

“Slow is smooth. Smooth is fast.” — Military maxim

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Repeat what works.

CLARITY BREAK

Where has urgency overtaken priority?

STILL MATTERS

DISTRACTIONS

PUT FIRST NEXT

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Don’t plant everything this season.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Protect the priority from the urgent.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

“If you’re not saying ‘HELL YEAH!’ about something, say no.” — Derek Sivers

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Progress usually comes from fewer things done well.

CLARITY BREAK

If someone replaced you tomorrow, what is the first thing they would change?

STILL MATTERS

DISTRACTIONS

PUT FIRST NEXT

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Stay on the rails.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

One thing done well beats five things half-done.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

“It is not enough to be industrious; so are the ants. What are you industrious about?” — Henry David Thoreau

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Have a high tolerance for the boring bits.

CLARITY BREAK

What are you carrying that no longer matters?

STILL MATTERS

DISTRACTIONS

PUT FIRST NEXT

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

You can only do so much. Decide what deserves to be done.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

Finish before you add.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

The goal isn't change. The goal is progress.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

The priority gets your attention first—not what makes the most noise.

CLARITY BREAK

What needs to be put back in order?

STILL MATTERS

DISTRACTIONS

PUT FIRST NEXT

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

You overestimate what you can do in a week.
You underestimate what you can do in six months.

WEEK OF

WHAT MATTERS MOST

TOP 3 STEPS

1

2

3

NEXT

NOT NOW

REFLECTIONS

“Put First Things First.” — Stephen R. Covey

LOOK BACK

Notice what focus made possible.

WHAT MATTERED

WHAT FOCUS MADE POSSIBLE

WHAT I'M PROUD I PUT FIRST

What will I put first next?

DIGITAL EDITION

Made for iPad and other PDF note apps

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A simple practice for putting what matters first.