

# The Most Important Thing You'll Do Today

## Prioritisation List



Done	Task	Priority 1: Urgent	Priority 2: Important	Priority 1: Not Important

By Aub Warren

**L**ike most busy professional people, you probably have too many things to do on most days. You probably work hard all day, but maybe you sometimes get home and wonder if you really achieved anything.

Tom Peters urges us: 'Stop doing all unimportant things now!' It's a challenging statement. Of course, sometimes everything seems important—then what? Then we just have to prioritise: put first things first, sort out the important from the urgent, identify the most important from the less important.

Easy to say, of course. Harder to do. Hard, but not impossible. In fact, it's indispensable if we're to be effective as individuals, professionals, parents, partners. So, here's the most important thing you'll do today: identify the most important thing you need to do—and then start work on it.

Too easy? Want to take it a step further? Stick to that most important thing until it's done—or at least until you really can't take it any further. Completed tasks are called achievements—achievers are those who complete the most important tasks.

Still too easy? Still want to go further? Help the people around you prioritise and pursue the most important things first. Help them see those things through to completion. Help them become achievers.

It will be the most important thing you'll do today.

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