

PRIORITIZING DEMANDS

PRIORITIZATION CHECKLIST

"The real challenge is not to manage time, but to manage ourselves."

Stephen R. Covey

Things to ask yourself to determine whether something is Urgent and Important

- Is there a mandated deadline?
- Does the request require immediate attention?
- Can you reserve a block time in your diary in the near future (one week, two, more?) to take care of this request?
- By doing this task now, could it avoid a crises or emergency down the path?
- Is this a meeting that I really need to attend? Is it important to attend for the achievement of my goals and priorities?
- Is this request based on the priorities and expectations of others?
- By accomplishing this task, will it help build a helpful relationship with that person/colleague/client/manager?
- Is the request asking for a key service?
- Who is asking for it?
 - Management?
 - Client?
 - High Potential Client?
 - Not a client?
- Does the task you've been asked to do support your sector strategy? Does it contribute to the Purpose, Vision, Core Values of the Trade Commissioner Service?
- Can you transfer the task to another section, another person?
- Is it part of your Performance Management Review (PMP)?

Remember that you need to know where your highest priorities are. You might want to raise your concerns and have the courage to say no to other tasks, sometimes apparently urgent but not as important. Be able to explain to the person requesting you to do something, that you really want to help and do the job they want you to do, but be able to explain your situation and ask them which projects you should delay or cancel to satisfy their request.