

Approaching a task the correct way

Refer to this page before starting a new task. Alternatively, you can also print it out and put it on your desk.

Step 1. Prioritizing my task

- If I could do only one thing today, what task would have the most impact?
- Is this task moving me closer to my main goal?
- Do I really need to do it right now?

Step 2. Assessing the validity of my task

- Do I *really* need to do this task?
- Is right now the best timing?
- Do I work on it because I need to or because it makes me feel good?

Step 3. Clarifying what needs to be done

- What exactly do I need to do here?
- What does the finished product look like?

Step 4. Determining whether I should be the one doing it

- Is this task really worth my time?
- Is there anyone who could do it better than me? If so, can I ask for help?
- What would happen if I simply remove/postpone this task?
- Do I enjoy working on this task?

Step 5. Finding out the most effective way to tackle that task

- What tool(s) can I use, people can I ask or method can I rely on to complete that task as fast as possible?
- What skill could I learn or improve to complete this task faster in the future?

Step 6. Batching the task with other similar tasks

- Can I batch that task with other similar tasks?

Step 7. Automatizing/systematizing your task

- Can I create templates I can reuse every time I work on that task or similar ones?
- Can I create checklists?