**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?