

HOW TO PRIORITIZE THE INVISIBLE LOAD 1 OF 2



Write out a brain dump



Break the list into daily, weekly
and monthly tasks



Be realistic about your capacity



Focus on your most important
task at the start of the day



Review at end of day and
prioritize tomorrows list

HOW TO PRIORITIZE THE INVISIBLE LOAD 2 OF 2

Eisenhower Matrix

Important

Not Important

Urgent

DO FIRST

DO LATER

Not Urgent

DELEGATE

DON'T DO

