

# Work Prioritization Panel Discussion

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#### Panelist Introductions



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#### Rocks, Pebbles, Sand

### FranklinCovey's Time Matrix

From Manage Your Time
Like a Pro: 7 Tips for
Doing What Matters
Most

https://www.franklincov ey.co.uk/toolkits/7-tipsfor-doing-what-mattersmost/



#### 7 Habits of Highly Effective People

BE PROACTIVE

BEGIN WITH THE END IN MIND

PUT FIRST
THINGS FIRST

THINK WIN-WIN

SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

**SYNERGIZE** 

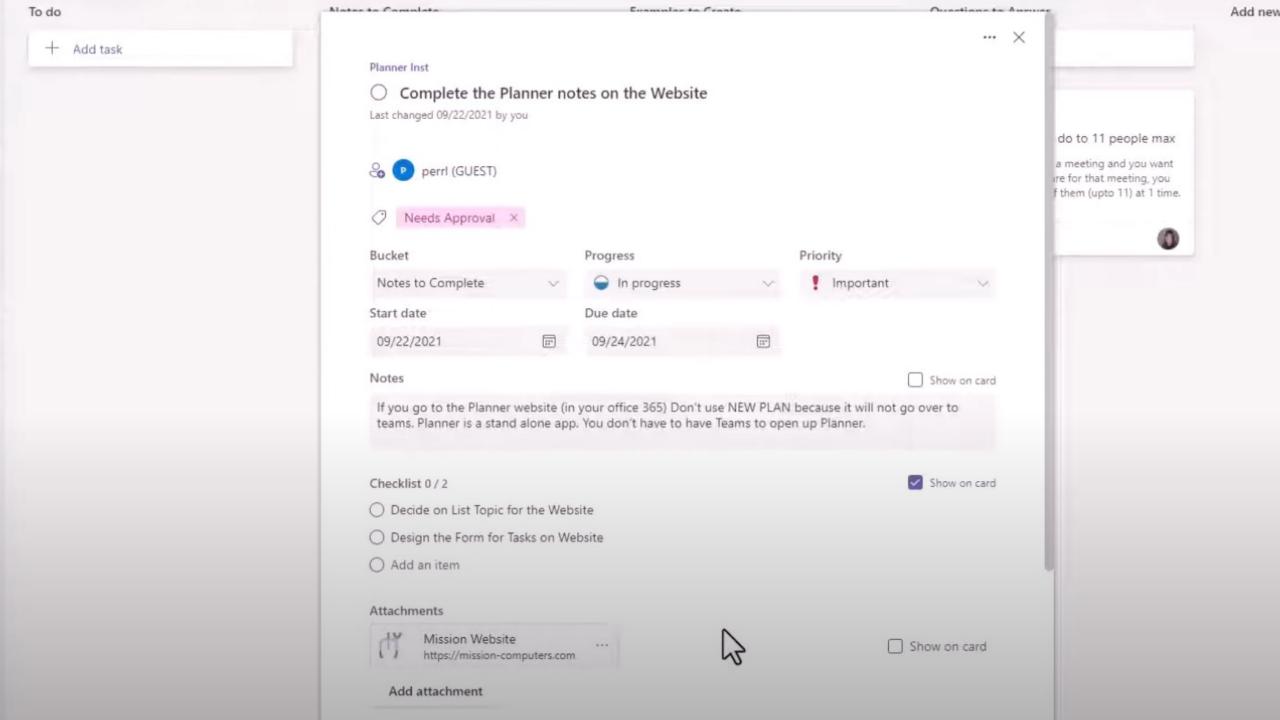
SHARPEN THE SAW

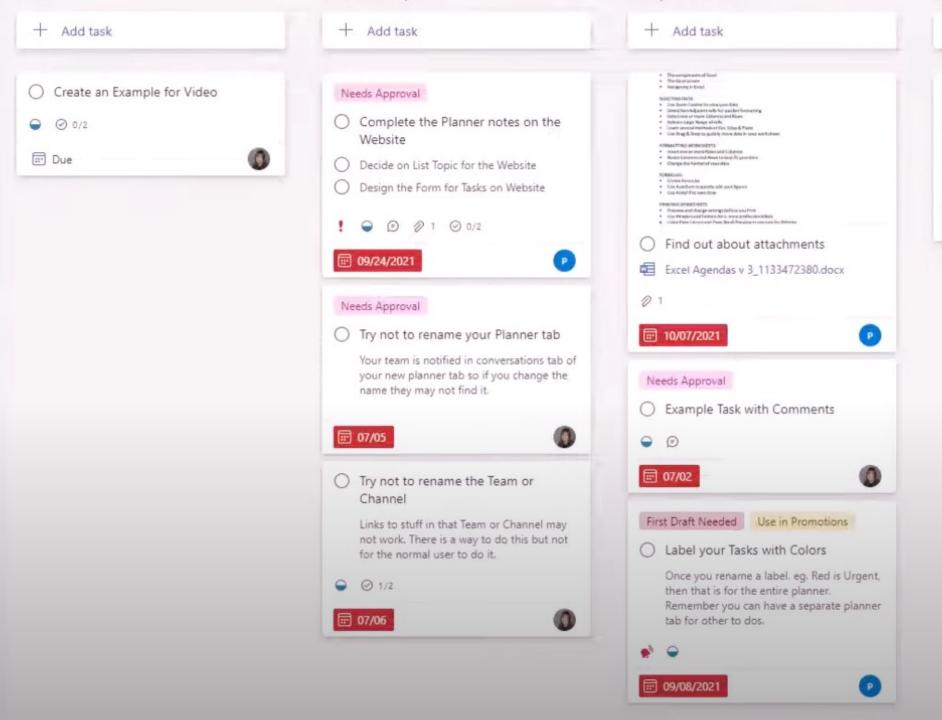


## **Microsoft Tasks** By Planner YouTube Tutorial: https://www.youtube.com/watch?v=ZtsK0A6KnL0

#### Ultimate Task Management

- Manage your To Do's
- Assign Tasks to Others
- Include Notes, lists, comments & files
- Attach Deadlines
- Get Reminders
- Track Tasks easily
- Integrate with To Do and Outlook calendar
- Integral part of a Team





+ Add task

#### First Draft Needed

O Can assign 1 To do to 11 people max

Because you have a meeting and you want everyone to prepare for that meeting, you can assign to all of them (upto 11) at 1 time.





		All Active ~	Filter ~ List	Board	Charts Schedule
	Task title	Assigned to	Priority	Due	Bucket ↓
+	Add a task				
0	Negotiate pricing •	EH Elva Hebert	<b>\</b>	7/8	Pre-Process
0	Record supplier n	EH Elva Hebert	!	7/11	Pre-Process
0	Evaluate supplie 🔲 👄	GG Greta Gilliam	<b>\</b>	7/18	Pre-Process
0	Review suppliers s	BB Brittney Beach		7/30	Pre-Process