COMPANION WORKSHEET

Schedule Your Priorities

This worksheet is built to sit alongside the article Schedule Your Priorities. Use it after you have read the article, or in place of the interactive tool if you prefer paper. Work through one real week. The six sections follow the article's order: score your list, plot it, challenge each default, read where your largest bubbles cluster, calendar the winners, and say the first sentence.

Answer specifically. A vague answer is the reflex protecting itself.

1	**List and Score**	*Everything out of your head, scored three ways.*
2	**Plot It**	*Where each item lands on the matrix.*
3	**Challenge the Default**	*Does it need me, this size, or this date?*
4	**Read Your Chart**	*Are you fighting fires or designing them out?*
5	**Calendar the Winners**	*Two protected blocks before the requests arrive.*
6	**Say the First Sentence**	*The words that make the handoff real.*

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Prefer a screen? The interactive version is at www.changeyourfuture.net/priorities/

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SECTION 1

List and Score

Write each item as a verb and an object, then score it from 1 to 5 on cost of delay, importance, and ROI. Leave the last two columns for later.

COST OF DELAY
1 = waiting costs nothing. 5 = each week of delay costs real value, closes a door, or keeps other tasks alive.

IMPORTANCE
1 = contributes nothing to what you are trying to win. 5 = directly advances it and needs your judgment or authority.

ROI
1 = a lot of work for a little benefit. 5 = a large payoff for modest effort, counting everyone's time and energy.

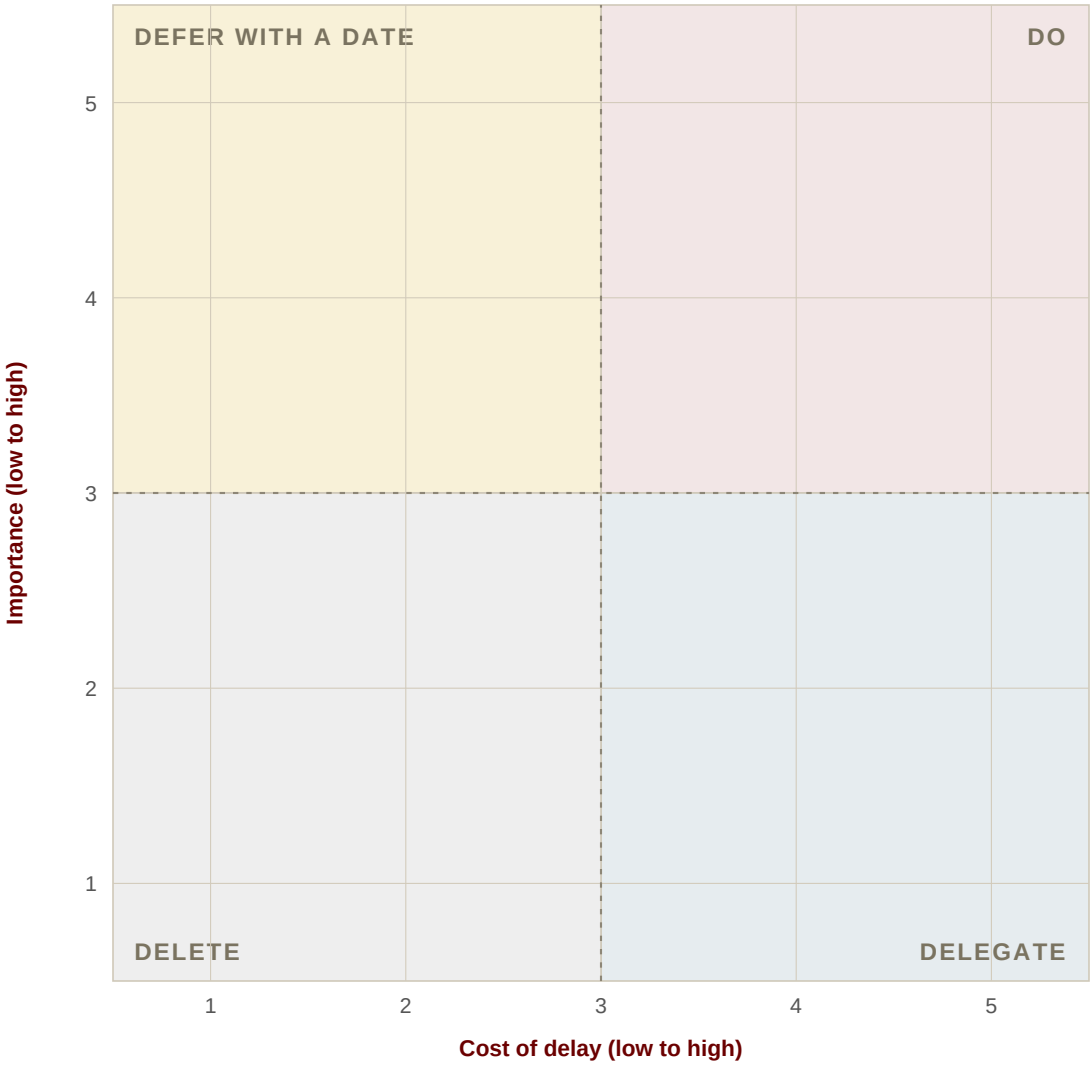
#	Item (verb + object)	Cost of delay	Importance	ROI	Default	Final move
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

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SECTION 2

Plot It

Write each item's number where its cost of delay and importance meet, and circle it larger when its ROI is higher. Then write the default move for its zone in the table.



The dashed lines mark a score of 3, where an item could go either way. Do goes on the calendar first, this week. Defer gets a specific date and a protected block. Delegate builds someone's capability. Delete is usually a bigger zone than you expect. An item with solid importance (3 or higher) and a small bubble is asking to be done smaller: Downsize.

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SECTION 3

Challenge the Default

The region an item lands in is a starting point, not a verdict. Ask of each item: Does it need me, or only my accountability? Does it need to be this big? Does it need to happen by this date? Write your final move in the last column of the table in Section 1.

Does this need me?
If someone else can deliver equal or better results, delegate the doing and keep the ownership.

Does it need to be this big?
Scope is often a guess someone made earlier. A short conversation can shrink it.

Does it need this date?
Deadlines are sometimes real and sometimes preferences nobody has tested.

Which final moves differ from the default, and why?

SECTION 4

Read Your Chart

Look at where your large bubbles cluster. A leader whose biggest bubbles all sit in the top right, with almost nothing in the top left, is fighting fires. Notice any item that keeps returning to the top right week after week.

Where do your largest bubbles cluster?

Which item has landed in the top right more than once?

What redesign item would stop it from coming back? Give it a date.

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SECTION 5

Calendar the Winners

Name the two items you will block time for before this week's requests arrive. Give the day, the hour, and the length of each block.

Item	Day	Hour	Length

SECTION 6

Say the First Sentence

Pick one item you are delegating, downsizing, or deleting. What is the first sentence you will say?

Item

The first sentence

Repeat this weekly. Cost of delay shifts fast, and an item that scored a 2 last Monday may score a 5 now. Re-score after you finish each large item, too. Before you say yes to something new, run it through the same three scores.

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