MINDFULNESS AT WORK

Identifying Priorities

We often have a lot to manage at work. Different projects and people require different things from us and it can be difficult to identify and focus on our priorities. By taking a moment to pause and mindfully consider what rests before us, we can set clear priorities to increase flow, ease, and productivity.

MINDFULLY DEFINE TODAY'S PRIORITIES:

- Begin by drafting a list of everything you need or would like to get done today. Write these down on the left-hand side of a single page. Go through your list and write down a 'URG' beside all those things you consider urgent.

- Go through your list again and write down 'IMP' next to all those that are important. Consider what is important – for both the company and for you.

- Create a second list to the right of the first. Based on your notes, what will you plan to do today? Write down each task in the order you plan to do it.

- Keep in mind you will not be able to do everything from your original list – and you might not be able to achieve everything on your refined list. This is okay. Simply identify what you hope to get done.

- Once your list is complete, get started on the first task. Rather than trying to multitask, focus on single-tasking. First thing first.

TAKING THE EXERCISE FURTHER:

For a more elaborate priority list, consider filtering your original list into three separate lists: monthly, weekly, and daily. Once complete, set aside the first two. Single-task using the daily list only.

REGARDING PRIORITIES:

Priorities are not only determined by what we 'should' do or what is most urgent. Our priorities can also be driven by our unique needs on a particular day or our core values. Keep this in mind when setting your priorities.

HAVE YOU MADE A "TO DON'T" LIST?

Once you've established your priorities for the day, consider the things you DON'T need to do. In other words, what is NOT a priority? Your "to-don't" list may include the following statements...

- I won't use social media while at work today

- I will surrender worry about the project that's due in 3 months

- I will not jump in on projects that are not my responsibility

"Wise are those who learn that the bottom line doesn't always have to be their top priority." - William Arthur Ward