

## Instructions for What's Next, What's Important

### What's Next, What's Important

#### Instructions

#### **Step 1**

Think of things that are important. Write a brief description in Column B. Start with the first thing you think of and write that description in row 1. Then drop down to row 2 at the bottom. Then back to the top in row 3, etc until you have filled in all 17 rows that are not greyed out in column B.

#### **Step 2**

Now, pick between the pairs. Between 1 and 3, which is most important or needs to be done first? Write down that number in the corresponding box in column C to the right. Write the number of the task that you didn't choose in the empty box below that pair in Column A. Between 2 and 4, which is the most important? Write that number in the corresponding box in Column C. Write the number of the task that you didn't choose in the empty box above line 4 in Column A.

#### **Step 3.**

Continue choosing between the two pairs, placing the more important task in Column C and the less important task in the box above or below in Column A, working always towards the middle. Write the last remaining number in the empty box labeled "Last" in Column B in the middle of the page. This will be the last to-do that you will complete.

#### **Step 4**

Moving to Column C now, choose between the pairs from top to bottom, writing the number that you choose as what to do next in Column D.

#### **Step 5**

Continue with this process, moving to Columns E, F and G until the last column on the right identifies the first thing that there is to do.

#### **Step 6**

Complete the tasks in order from right to left across the page; from Column G to Column B and from top to bottom. Cross out the number that you complete anywhere it show up on the worksheet.

Apply these instructions to the forms on the next several pages to stay out of overwhelm and to remain focused, efficient and productive.

This is a great productivity tool when combined with mindset tools to keep your arrow on the right side of the zero.