

3 Step Guide:

How To Evaluate, Identify & Implement Priority Projects



Step 1: EVALUATE & PRIORITIZE

Start by looking back at your past year, and note what went well and what didn't:

- a) List your top 3 projects that were considered a success for your business
(i.e.: What projects added value to your organization or dollars to your bottom line?):

- b) Why were they successful?

(i.e.: What steps did you take and what processes or resources did you utilize?):

Find gaps: Where did you fall short? Where could you make room for improvement?

- a) What should you continue doing?

(i.e.: What worked?):

- b) What should you start doing more of?

(i.e.: What could you do better?):

- c) What should you stop doing?

(i.e.: Things that take up time and resources, but don't add value):

Step 2: RESEARCH YOUR COMPETITORS

Find out who else is doing what you are doing, and what you can learn from them:

- a) List organizations in your field or successful individuals you admire
(i.e.: Anyone from competitors to famous business moguls):

- b) Spend some time researching these organizations and individuals, and answer the following questions:

- i) What are the top 3 qualities of these individuals?

1) _____

2) _____

3) _____

- ii) What are the overarching business models and strategies of these competitors or individuals? (i.e.: What are they doing differently? What patterns do you see?):

- c) How can you alter your personal goals and business mission statement to incorporate the above elements? (i.e.: What are your key takeaways?):

Step 3: CREATE AN ACTION PLAN

Now that you have a better understanding of what it takes to be successful, you need to formulate a plan and implement it:

- a) List your top 3 priorities in order of importance, the resources you'll need to implement them, and the major steps required to tackle them:

- i) Priority #1:

Resources required : _____

Steps to Complete: _____

i) Priority #2:

Resources required : _____

Steps to Complete: _____

i) Priority #3:

Resources required : _____

Steps to Complete: _____

Finally, block out your week with a simple calendar (You can use ours this week):

| | Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
|-----------------------------------|--------|---------|-----------|----------|--------|---------|
| Morning 6am-11:30am | | | | | | |
| Afternoon: 11:30am-5pm | | | | | | |
| Evening: 6pm-8pm | | | | | | |

- Start by “chunking” out your day into 3 parts: morning, noon and night.
- Divide up each large project into small 1-2 hour tasks so they are less overwhelming and easier to complete. This way you will feel a sense of accomplishment after completing each one.
- Start by filling out tasks for your 1st priority projects, then secondary projects and continue filling out the rest of your activities around those (This leaves less room for less-valuable projects and tasks).

*Note: Make sure to balance work life and personal life, or your efforts will be counterproductive. The point is to decrease low value tasks and projects, not to decrease necessary personal activities.

- Come up with 3 ways to reward yourself once you have accomplished your tasks by the end of the week (these can be personal or professional -- a little motivation always helps):