

The Dump and Sift Method of Prioritization

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

1. Dump it: Create a long list

List everything you think you should, want, or have to do for the upcoming week.

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2. Sift it: Prioritize it

Assign an A, B, or C to the items you identified in the previous step. Keep your long-term goals in mind.

"A" Items are very important	"B" Items are moderately important	"C" Items are somewhat important

3. Get specific: Create a short-list

Re-write the items that you found to be most important. Make sure to use the SMARTER format.

Prioritized Tasks	Estimated Time Required