

The 5/25 method

First, list 25 things you want to accomplish. This week, this month, or this year.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

Now, cross out ALL but 5 of those items. The 5 you choose should be the most important to you at this moment. Don't spend too much time thinking about it!

Those are your TOP priorities. The rest can wait.

1. _____

2. _____

3. _____

4. _____

5. _____

Repeat this process whenever you need to focus in and manage your time more effectively. Take your entire to do list and narrow it down to 5 items, then focus on getting those done! This process will help you remove any tasks from your list that might not be serving you as effectively as you hope they will.