

Questions To Ask Yourself for Prioritizing A Daily TO DO List

- 1) Which of my long range and intermediate vital goals should I work on today?**
- 2) If today I could do only 3 or 4 additional projects of value, what would they be?**
- 3) Which of all priorities will give the highest payoff?**
- 4) Which of the projects does the boss consider most vital?**
- 5) What will happen if I don't do the above projects today? Who will find out? Who will suffer?**
- 6) Which items in my previous days TO DO list should I work on today?**
- 7) Of all tasks to be done today, which will make me feel best to get rid of?**
- 8) What does hospital policy suggest? What do my personal values suggest?**

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