

ESTABLISHING PRIORITIES

DO I HAVE TO DO THIS WORK TODAY?

DO I HAVE TO DO THIS WORK NOW?

DO I HAVE TO DO THIS WORK AT ALL?

IF I DO THIS WORK, WHAT WOULD I HAVE TO DELAY,
OR ABANDON? CAN I AFFORD TO?

WHO ELSE COULD DO THIS WORK?

HOW DOES THIS WORK RELATE TO MY KEY RESULT
AREAS?

WHO ELSE IS INVOLVED OR AFFECTED BY THIS TASK
AND HOW IMPORTANT ARE THESE PEOPLE TO ME?