

1-3-5 priorities



This tool is a list of nine items organized into three categories of importance, based on their impact on your goals and commitments, rather than how long it takes to do. This tool can apply to any time scale: day, week, month, year, etc.

1: essential

This item matters all by itself. Completing it is the definition success.

3: important

These items advance all or part of an important goal. Completing one or more of these items on top of your essential item, qualifies as wild success.

5: nice to have

These items range from things that need to get done and aren't urgent to things that are fulfilling for their own sake, and worth doing.