



I'm not robot



Continue

Gq fall style guide 2019

Updated on 3 November 2020, it is necessary to be productive in order to get things done correctly and on time. So how do you know what tasks matter and which ones can wait? The answer is in the Matrix of Prioritization, also known as the Eisenhower Matrix. The matrix is named after Dwight David Eisenhower. Eisenhower was a general in the U.S. Army and the 34th president of the United States from 1953 to 1961. As a five-star general and commander-in-chief in the U.S. military, he crafted a strategy for an Allied invasion of Europe. Eisenhower each time had to make difficult decisions about what tasks to prioritize than many to focus on on a daily basis. So, he came up with the famous Eisenhower Matrix, or Prioritization Matrix. which is the priority matrix? The Prioritization Matrix is a tool for evaluating tasks based on urgency. It helps you know critical activities and those tasks you should bypass and can be useful in managing projects, small businesses, or personal tasks. Eisenhower famously said of the matrix: Most tasks that are urgent don't matter, and most of the tasks that matter aren't urgent. This quote became the maxim for Eisenhower in managing his time. There are four quadrants in the Prioritization Matrix, which help compare choices of what to do first and last, allowing you to prioritize projects and develop a strategic plan. Quadrants are: Do Schedule Delegate Eliminate Do is the first quadrant in the Prioritization Matrix and includes important activities. That is, those tasks you need to accomplish urgently – crises, deadlines, and problems that need your urgent attention and are very relevant to your life mission. Do you know what task falls within this quadrant? Start by analyzing your priorities, and then determine if it falls within the criteria now. If the task is achievable within one day or within 24 to 48 hours, it is urgent. Another approach you can adopt in prioritizing tasks in this category is to adopt the Jedi Mark Twain frog principle. This principle recommends that you perform the most urgent activities as soon as you wake up. Here's a handy example. Let's say you need to draw up a content strategy and send a report to your manager. It's Saturday, and the deadline for surrender is Monday. Can we say the activity is urgent? Definitely! Layout The second quadrant of the prioritization matrix is Layout. Matrix prioritization classifies tasks in this category as important, but not so urgent. These are long-term objectives and tasks without an immediate deadline. These tasks can include meditation, diary, learning, family time, and exercise. You can plan activities in this quadrant for another period. For example, you should exercise for good health, but you can take the time to do so. Attach these activities in such a way that they are not transferred to the Do or Emergency quadrant. Make sure you have enough time to spend them. Delegate a third quadrant the priority matrix is Delegate. These tasks don't matter to you, but they're pretty urgent for others. This is where teamwork comes into play. Technically, you can perform tasks in this category, but it makes sense to delegate them. Delegating tasks will give you more time for activities in the first two quadrants. You should also monitor the tasks you delegated. This will only mean a waste of time if you do not have a tracking system for delegated tasks. Eliminate the last quadrant highlights your killer productivity. These are tasks that are not important to your goals and are not urgent. The only way to increase your productivity is to eliminate them. Some examples are constant phone verification, watching movies, or playing video games. These could also be bad habits that you need to identify and delete from your daily and weekly schedule. Successful people have learned how to prioritize and stick to what's important. They learned to find a better person to task with or eliminate less significant tasks. Let's consider the two inspirational personalities who designed their prioritization system. Warren Buffet developed a two-list prioritization model to determine which task deserves his best attention. The bottom line is bypassing things that are important and useful but not at the top of priorities. Mark Ford, business consultant, marketer, self-made millionaire and author has devised his strategy: Start working on the most important priority, take a break, work on the second most important task, take a break, and then sort out the less important activities and all the tasks he has received from other individuals by the afternoon. How to use the Prioritization Matrix Using the prioritization matrix can be tricky if you're new to it, but by following a few simple steps, you can learn to use it in the best possible way. 1. List and rank your priorities Highlight all the tasks you need to do in one day. Then classify them with weighted criteria based on urgency and importance. Identify all activities that require quick action. I mean a task that, if you don't finish that day, could produce a severe consequence. For example, if you don't submit your content strategy, other content writers can't work. This means you need to check for high priority dependencies. 2. Define a value The next step is to examine the importance and evaluate which of them most affects your business or organization. As a rule, you can check which tasks have a higher priority instead of others. For example, you need to take care of customer requests before you can take care of any internal work. You can also estimate the value by examining how a task affects people and customers in your organization. In short, the greater the task on people or organization, the higher the priority. 3. Take on the most challenging task Procrastination is not a symptom of laziness, but avoidance is. The truth is that you will usually avoid the tasks I want to do that. The former CEO of Goldman Sachs, Lloyd Blankfein, once said he would first take out the scariest task when he came into office. Brian Tracy called these assignments frogs you need to eat. This will remove the nagging fear, which increases the pressure on you when you postpone the necessary tasks. This is where the priority matrix can help; Eat the Do frogs right away. If you need help overcoming procrastination, see this article. 4. Know what is important to you as long as you are in this cosmos, you will always come across different choices that may contradict your goals. For example, a fantastic promotion that requires excessive travel will insulate you from important relationships. If you are unaware of the priorities, you can accept it, even though family is your priority. So it makes sense to identify what's important to you and prepare yourself not to compromise those important things for immediate enjoyment or gain. Yogi Berra described it this way: If you don't know your destination, you may end up somewhere else. 5. Establish regular jobless hours YouTube CEO Susan Wojcicki has established a rule not to check her emails between 6pm and 9pm. According to a CNN Business report, she was the first woman to request maternity leave when Google first started. Her priority is dinner time with her family despite CEO YouTube. Is it possible to carve out time for our relationships and interests outside of work? Of course, and that's why you have to set your time out of work. This approach will allow you to restore your power level for the next task. Also, you will be in the best position for introspection because you are not in your usual work zone. 6. Know when to stop You can achieve everything on the list sometimes. Once you've prioritized your workload and evaluated your assessments, remove the remaining tasks from your priority list and focus on the most urgent and important tasks. The conclusion is not enough to be successful at work. Provide time for your family and an important relationship in your life. Starting and finding time can be tricky, but with some practices using the Prioritization Matrix, you'll find that you're more productive and able to divide your time between things that matter to you. More tips on prioritizing Featured photo credit: William Iven via unsplash.com Autumn and its associated abundance of covetable cold-weather wardrobe staples can paralyze the best of us with indecision - especially as it relates to where we should allocate our hard-earned dollars for the best seasonal ROI. Being organized, listing, comparison and contrasting shopping mindset, we decided to start by surveying our teammates about the styles they actually invest in this month; from luxe wool lounge pants to \$50 convertibles driving loafers and even a pair of person-approved short kick-flare dungarees. We then asked our readers to beans on what were a wish-list for the fall, and their answers did not disappoint. R29 fans from across the nation (and a few distant readers across the pond) have told us about the chic loungewear, the samta jumpsuits, shearing jackets and designer dresses they plan to take shopping. Read on to see what our team and our readers are taking this fall - and if you want to split your purchase two cents, you can do so by filling out this Google form. At Refinery29, we're here to help you find your way around this vast world of things. All our market picks are independently selected and curated by the editorial team. If you buy something we connect to on our website, Refinery29 can earn a commission. Commission.