

Prioritising tasks

Why can it be helpful to prioritise tasks?

When you experience persistent pain or fatigue, it can be overwhelming trying to complete tasks. Prioritising tasks can help you plan how you will use your energy. It can also help you find tasks that you could remove, postpone, or ask for help with.

It's important to remember that almost everyone can benefit from prioritising tasks and planning how they spend their time – postponing or cancelling tasks can feel difficult, but it is important for your wellbeing.

How do I use this resource sheet?

Open in your usual PDF reader, click on the boxes to add your text, then save a copy!

Tasks can be split into different categories:

- Whether they need to be completed soon – are they urgent or not urgent?
- How important they are – are they important or not important?

Sit and think of one task at a time. As yourself, “how important is this task?” and choose which category. Then, ask yourself “how urgent is this task?”

Once you've decided, you can place it in the appropriate box. Repeat for all your tasks on your to do list or in your head. Once you've completed it, you can take action...

DO: Tasks that are important and urgent.

Prioritise these tasks first. You can still pace your energy by breaking them down into smaller steps and adding rest breaks.

DECIDE: Tasks that are important, but not urgent.

Can you plan these into your schedule for when you have more time and energy?

DELEGATE: Tasks that are urgent, but not important.

Who can you ask for help? Can someone else do this task for you?

DELETE: Tasks that are not important and not urgent.

Do they really need doing? Can you remove these from your list to take some pressure off yourself? If you do remove them, don't feel guilty – saying no is good self-care.

	Urgent	Not urgent
Important	Urgent and important = <u>do</u>	Important, not urgent = <u>decide</u>
Not important	Urgent, not important = <u>delegate</u>	Not important, not urgent = <u>delete</u>