🛠 Competence Builder 1 – My Priority Planner

Activity Setup & Overview

Objective & Duration: Practise distinguishing between tasks that are urgent, important, or less essential in a quick 20–25 minute session.

Materials Required: Requires Toolkit 0 (My Priority Planner), along with a calendar, diary, or digital planning tool.

Step 1 – Brainstorming & Matrix Categorization

Brainstorm 8 to 12 Tasks

Write down tasks you need or would like to complete during the coming week, covering work, studies, or everyday life.

Category 1: Important & Urgent

Action: Complete as soon as possible.

Category 2: Important but Not Urgent

Action: Plan a suitable time in your schedule.

Category 3: Urgent but Less Important

Action: Complete efficiently or consider whether support/delegation is possible.

Category 4: Neither Urgent nor Important

Action: Postpone, reduce, or remove entirely from your schedule.

Step 2 – Focus & Breakdown

Select Top 3 Priorities

Choose your three main priorities for the week from the categorized list.

Divide Priorities into Steps



Break down each large priority task into smaller, manageable steps.

Schedule the First Step

Decide exactly when you will complete the first step for each priority task.

Step 3 – Buffer & Reality Check

Build in Buffer Time

Leave deliberate free time in your schedule to handle unexpected tasks or delays.

Reality Check & Refine

Evaluate whether your weekly plan is realistic. If the plan is too full, remove or postpone at least one task.

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