Competence Builder 1 – My Priority Planner

Objective: Practise distinguishing between tasks that are urgent, important or less essential.

Write down between eight and twelve tasks that you need or would like to complete during the coming week. These may relate to work, studies or everyday life. Place each task into one of four categories:

1. Important and urgent – complete as soon as possible.
2. Important but not urgent – plan a suitable time.
3. Urgent but less important – complete efficiently or consider whether support is possible.
4. Neither urgent nor important – postpone, reduce or remove.

Then:

- select your three main priorities for the week;
- divide each large priority into smaller steps;
- decide when you will complete the first step;
- leave some free time for unexpected tasks.

At the end, check whether your weekly plan is realistic. Remove or postpone at least one task if the plan is too full.

Materials needed: Toolkit T15 (My Priority Planner), calendar, diary or digital planning tool

Approximate duration: 20–25 minutes