

# WhelmSpace

# Priority Sorting Sheet

## Identify what drives success, and optimize your tasks for greater returns.

This tool is designed to help you manage your tasks effectively by breaking them down into three clear categories. By visually sorting your tasks, you can focus on what truly matters, reduce overwhelm, and create a more productive workflow. Whether you're tackling daily chores, project deadlines, or personal goals, this worksheet will guide you in prioritizing your efforts according to what is important to you, so you can make the most of your time and energy. Let's get started!

### List your tasks

Reflect on your daily tasks and categorize them into one of the three columns. When we refer to “high” or “low” **return**, we're considering various outcomes your efforts can yield, such as financial gain, personal satisfaction, joy, stronger connections, or any other benefits that matter to you.

- You can think of “return” broadly, encompassing all these possibilities, or
  - focus on a specific outcome you wish to achieve.
- For instance, if your goal is to enhance relationship building, evaluate your daily tasks through that lens. Place each task in the appropriate column based on how it contributes to fostering deeper connections and improving relationships, relative to the time and effort you invest.

**Tip 1:** When listing tasks, consider all the tasks you engage in on a weekly basis.

**Tip 2:** Be more specific than just “job” or “parenting” - Instead, go for “client meetings”, “weekly one-on-one”, or “picking up kids from soccer”

### A. High Return Tasks

Tasks that provide significant value

### B. Necessary Tasks

Tasks that may not yield rewards or results but are essential to complete (you need to do them)

### C. Low Return Tasks

Tasks that offer little to no return on your time and effort investment (but you still do them)

**Focus:** You want to increase time and energy dedicated to these tasks

**Maintain:** Continue dedicating necessary time to these tasks, but aim for efficiency and focus.

**Eliminate:** Stop or delegate these tasks to free up time & energy for Columns A & B