

The 5 D's

A PRIORITIZATION SYSTEM

Type “to-do list maker” or “productivity system” into Google and you’ll find a crazy number of results.

Lots of these systems have strengths, and we are all different enough that finding one that fits our own workflow best does make some sense.

But as I reviewed dozens of apps and systems for task management while writing the book, I realized that the true challenge of managing your to-do list is about *properly prioritizing your to-dos*.

That’s what the 5 D’s approach is supposed to help you do. You don’t need to print out 5 copies of this every week and fill one out every day.

To put it another way, our struggles with task man-

agement are rarely the result of choosing the “wrong” app or productivity system.

So if your current system is “mostly working”, I implore you to keep using it — and simply use the 5 D’s as a spot checking system to make sure you’re organizing your tasks in the best possible way, no matter what system you use.

The blank worksheet is on the next page. Try filling this out a few times over the next couple weeks, either at the very beginning of your workday, or at the very end as preparation for the next day.

Even if you only do that a few times, the lessons you’ll learn will easily integrate into whatever system you’re already using for task management.

Example 5 D’s worksheet, filled out:

 DYNAMITE this week’s goal(s)	<i>Finish quarterly report</i>	<i>Craft onboarding emails</i>
 DIAMONDS today’s priority tasks	<i>Create Excel charts</i>	<i>Write flowchart for onboarding</i> <i>Research stock images</i>
 DOLLARS combinable tasks	<i>Reply to Stephauie</i> <i>Setup meeting with dept. heads tomorrow</i>	<i>Call 2nd street store re: current stock</i> <i>Purchase Cowboys tickets for Sept.</i> <i>Check shared grocery list</i>
 DIRT to ignore (for now)	<i>Call John back with final numbers</i> <i>Invite client to game</i>	<i>Define and craft web coupons</i> <i>Setup meta-review for quarterly report</i>
 DIMES non-vital but fun	<i>Watch power of vulnerability TED talk</i> <i>read the link Molly sent</i> <i>reply to the thread on FB</i>	

DOODLES



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DYNAMITE

this week's goal(s)



DIAMONDS

today's priority tasks



DOLLARS

combinable tasks



DIRT

to ignore (for now)



DIMES

non-vital but fun

DOODLES
