

# Daily priorities: Protect what matters, align with your team

Adaptive module

~20 min

Whole days go by responding to other people's urgent requests while what matters waits, and with cross-functional projects, our priorities now depend on those of our colleagues. This module covers both sides: proven individual techniques, from the Eisenhower Matrix to time blocking; AI that sorts tasks and reveals where time really goes; and team alignment, with OKRs as a filter for requests, short rituals, and explicit calls on dependencies. Here, prioritizing is no longer a solitary act.

## LEARNING OBJECTIVES

- 01 Sort your tasks with the Eisenhower Matrix and see through false urgencies by asking about irreversible harm.
- 02 Structure your day with Most Important Tasks, 1-3-5, and time blocking, to fit your energy.
- 03 Rely on AI for the morning sort, email triage, and analyzing your weeks, while making the final call yourself.
- 04 Align your priorities with your team: shared OKRs, a short ritual, and explicit calls on cross-department dependencies.

## WHO IT'S FOR

Anyone who wants to devote their best energy to what matters, and align it with their team's priorities.

- **Prerequisite:** none

## HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

- 1 **Self-assessment:** on 9 dimensions, to gauge current habits and guide the practice.
- 2 **Expert video:** 10 minutes, with 3 pauses for reflection.
- 3 **Practice scenarios:** the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.
- 4 **Dated commitment:** one action to try, written by the learner or picked from the suggestions.
- 5 **Memo to download:** key takeaways, questions, commitment, personal notes and checklists.

## A SAMPLE PRACTICE SCENARIO

Thursday. Dewi, a cost estimator, has to finish the pricing for a tender response due on Monday: two days of work, with no margin. Roberto, a sales rep, calls Dewi to ask her to review his client presentation "for today." Roberto doesn't say when he's presenting. What does Dewi answer?

## ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

### METHODS & MODELS

- Eisenhower Matrix (urgency/importance, 4 quadrants) – attributed to Dwight D. Eisenhower, popularized by Stephen Covey
- OKR (Objectives and Key Results) – popularized by Andy Grove (Intel), spread by John Doerr
- MIT method (Most Important Tasks) – widely used productivity method

### SOURCES & REFERENCES

- Dwight D. Eisenhower – "what is important is seldom urgent, and what is urgent is seldom important," a matrix popularized by Stephen Covey
- Andy Grove (Intel) – OKR framework (Objectives and Key Results), spread by John Doerr, "Measure What Matters" (2018)
- MIT method (Most Important Tasks) and 1-3-5 method – widely used productivity techniques (Todoist, Asana, etc.)
- Gollwitzer & Sheeran (2006) – "if... then..." plans and taking action