

“Should I do this right now”

The question “Should I do this right now” will help you to set priorities. Ask yourself this questions 5 times but each time with the focus on another word.

SHOULD → decide on the importance of the task. Do you have to have to do it or do you want to do it. When you realize you want to but don't have to you will start more relaxed

I → Are you the only person that can do the task? Or can you delegate?

DO → what happens if you don't do it? Some things will seem important, but will turn out less important after a while. This can save time.

THIS → there is always a lot that needs to be done and you can't do it all at the same time. You have to make choices and decide on how you will do this. Is there a better way to do it?

RIGHT NOW → Is it really that urgent? Or can it wait for an hour, a day, a week?