



Prioritization

Systems and tips to help you prioritize and boost productivity

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Data Cloud Solutions, a Woolpert Company

Board Member, IAAO Board of Directors (2025-2027)

About Me



About Me



- Expelled at an early age = 5
- The documentation was so alarming that I was put in a hospital for several days for testing

HISTORY (CONTINUED)			
Name	BURLE, WILLIAM 2345 MICKEY DR. HIGH RIDGE, MO. A-3 Billy Burle	21-78-75 CA-4-2 12-29-74 DA-16-80	Unit Record No.
cc:	Problems in school	Rx- Mother	
HPI: This syl ^o WM began attending a mini school (pre-school) in Jeff. Coun last fall. Pt. has been described as being "hyperactive", "brain damaged", by people at school. He has ↓ attention span and ↑ activity. Mother had previously been aware of this behavior			

About Me



About Me



Today's Priority

- To discuss multiple systems for prioritization
- Tip and tricks
- The importance of your mental health and wellbeing

I want to stress that there is not a one-size fits all system that guarantees results – you have to test out different systems or part of systems to come up with your own hybrid that works for you

The importance of a system

“You do not rise to the level of your goals. You fall to the level of your systems.”

– James Clear, Author of *Atomic Habits*

The importance of a system

Part 1							
47	48	14	65	3	16	27	52
10	26	51	19	15	32	25	8
44	4	62	11	53	10	52	15
8	34	14	19	13	63	24	20
64	13	26	12	13	58	31	60
21	1	45	15	9	34	58	44
48	18	16	55	51	46	8	46
19	57	10	33	65	28	1	55

The importance of a system

Part 2							
47	48	14	65	3	16	27	52
10	26	51	19	15	32	25	8
44	4	62	11	53	10	52	15
8	34	14	19	13	63	24	20
64	13	26	12	13	58	31	60
21	1	45	15	9	34	58	44
48	18	16	55	51	46	8	46
19	57	10	33	65	28	1	55

The importance of a system

Part 3											
1	47	48	14	65	3	16	27	52			
	10	26	51	19	15	32	25	8			
	44	4	62	11	53	10	52	15			
	8	34	14	19	13	63	24	20			
<hr/>				64	13	26	12	13	58	31	60
3	21	1	45	15	9	34	58	44			
	48	18	16	55	51	46	8	46			
	19	57	10	33	65	28	1	55			
<hr/>				2	4						

Systems for Prioritization

The Eisenhower Decision Matrix



What it is - A system to prioritize

When to use it - You feel busywork is keeping you from "real" work

How to use it - Sort your tasks into quadrants:

- Important and urgent: do it now
- Important but less urgent: schedule it
- Not important but urgent: delegate it
- Not important and not urgent: delete it

The 1-3-5 Rule

The 1-3-5 rule		
1	2	3
Big task	Medium tasks	Small tasks
<input type="checkbox"/> Launch new product	<input type="checkbox"/> Performance report <input type="checkbox"/> Fix bug in the app <input type="checkbox"/> Conduct research	<input type="checkbox"/> Sign contract for new tool <input type="checkbox"/> Share document access with the team <input type="checkbox"/> Submit creative request <input type="checkbox"/> Update email signature <input type="checkbox"/> Buy colleague a birthday gift

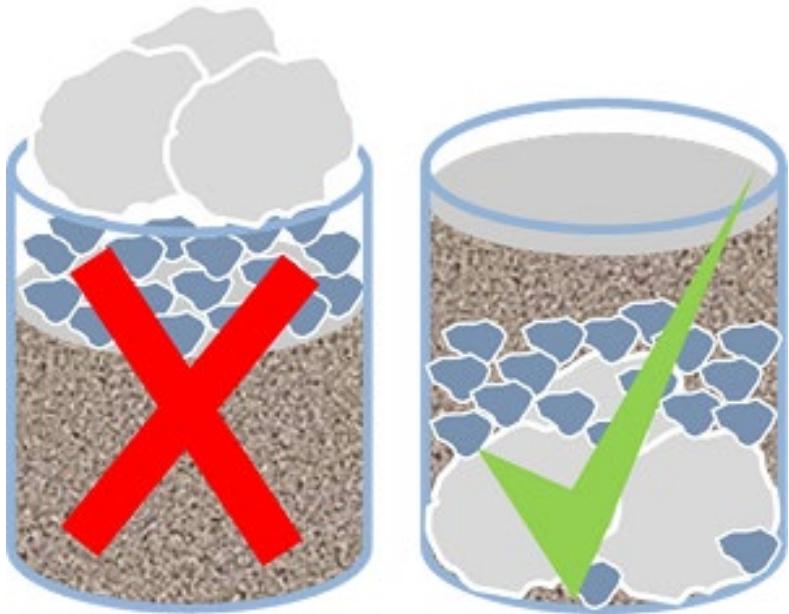
What it is - A system to simplify to-do lists which reduces cognitive load and decision fatigue while enhancing motivation

When to use it – Your list is never ending, and it is difficult to decide what is next

How to use it - The night before or morning of, choose:

- 1 big item
- 3 medium items
- 5 smaller items

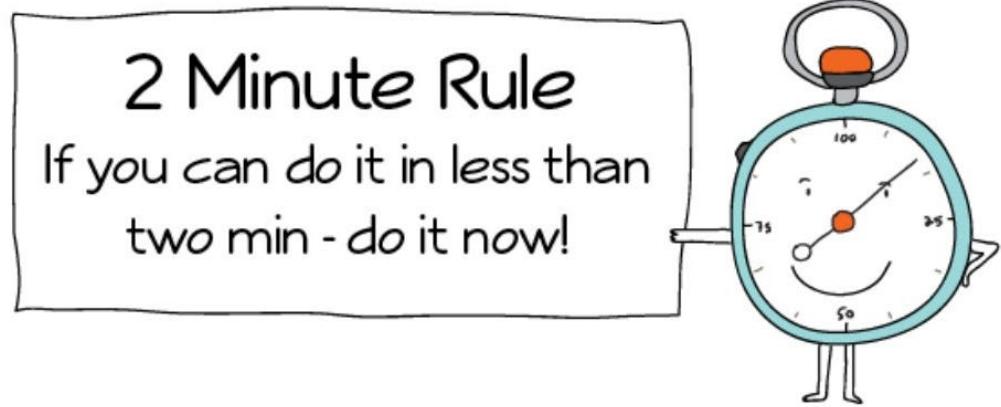
Rockefeller Habits



What it is – An entire business planning process – overkill for today but has somethings similar to 3-5-1

Identify the top priority for the day – must get done!
Identify 3-5 “rocks” or medium goals to be completed during a 2 week time frame

Additional Tips



Keeps your task list from filling up and being overwhelmed with too many small items which can grow to big obstacles over time

Helps overcome inertia, boosts productivity/momentum, and reduces procrastination

Examples: short emails, phone calls, filing a document, review meeting minutes, timesheet, etc...

Additional Tips

Pomodoro Technique

1 Decide what task
you need to complete

2 Set the timer for
25 minutes

3 Work on your task
until the timer rings

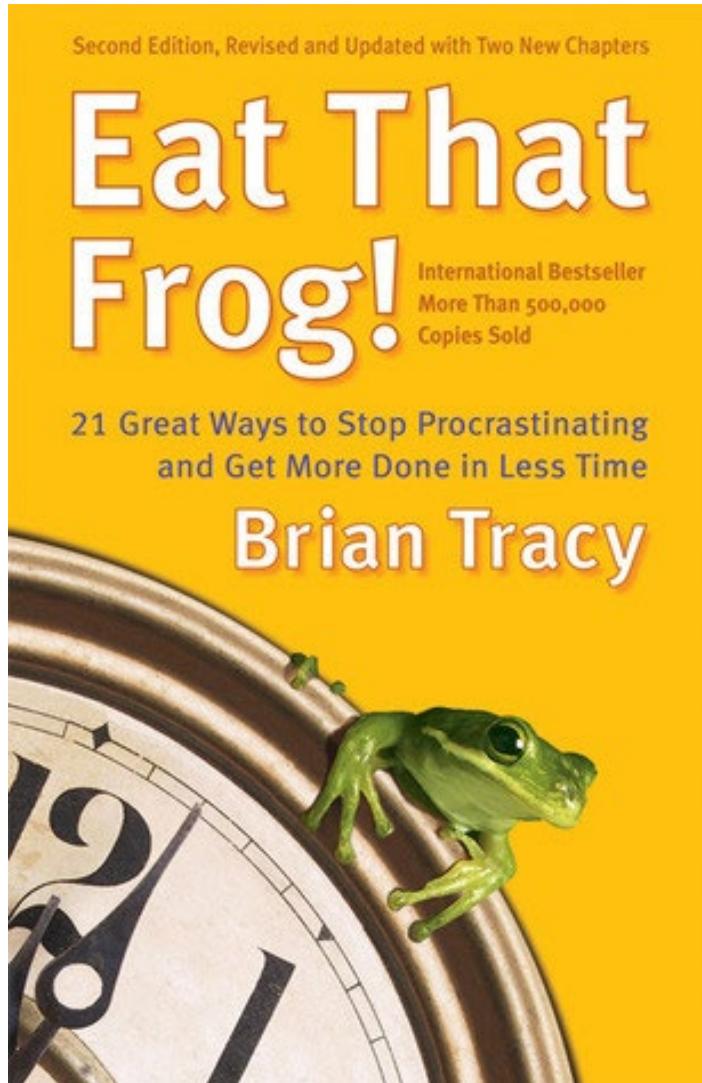
4 Take a short,
5 minute break

Repeat 4 times



5 Take a longer,
15-30 minute break

Additional Tips



Tackle your most challenging task first thing in the morning

- 1. Identify your frog** – find the hardest / most important task of the day
- 2. Eat it** – don't procrastinate - do that task first thing the morning
- 3. Repeat** – repeat every day

By completing your hardest task early, you build momentum for the rest of the day and everything else seems so much easier by comparison

Additional Tips

Variation of Eisenhower Matrix



THE ABCDE METHOD



MUST DO MAJOR CONSEQUENCES, IF NOT DONE



SHOULD DO MINOR CONSEQUENCES, IF NOT DONE



NICE TO DO NO CONSEQUENCES, IF NOT DONE



DELEGATE LET OTHERS DO



ELIMINATE DON'T DO

Additional Tips

“Paper is to write things down that we need to remember. Our brains are used to think.”— Albert Einstein.

“Your mind is for having ideas not holding them”— David Allen Author of Getting Things Done



I live and die by my lists

- I use a composition notebook – I rewrite it every few days to remove the things crossed off
- It's the last thing I look at to end my workday
- It's the first thing I look at to start my workday
- I use different colored highlighters to mark the most important items (good for 1-3-5 rule)
- I use the left margin for codes
 - A dot means it's in process
 - Someone's initials means I need input from that person
 - An arrow is scheduled or delegated
 - A day of the week means I'm scheduling it for a certain day

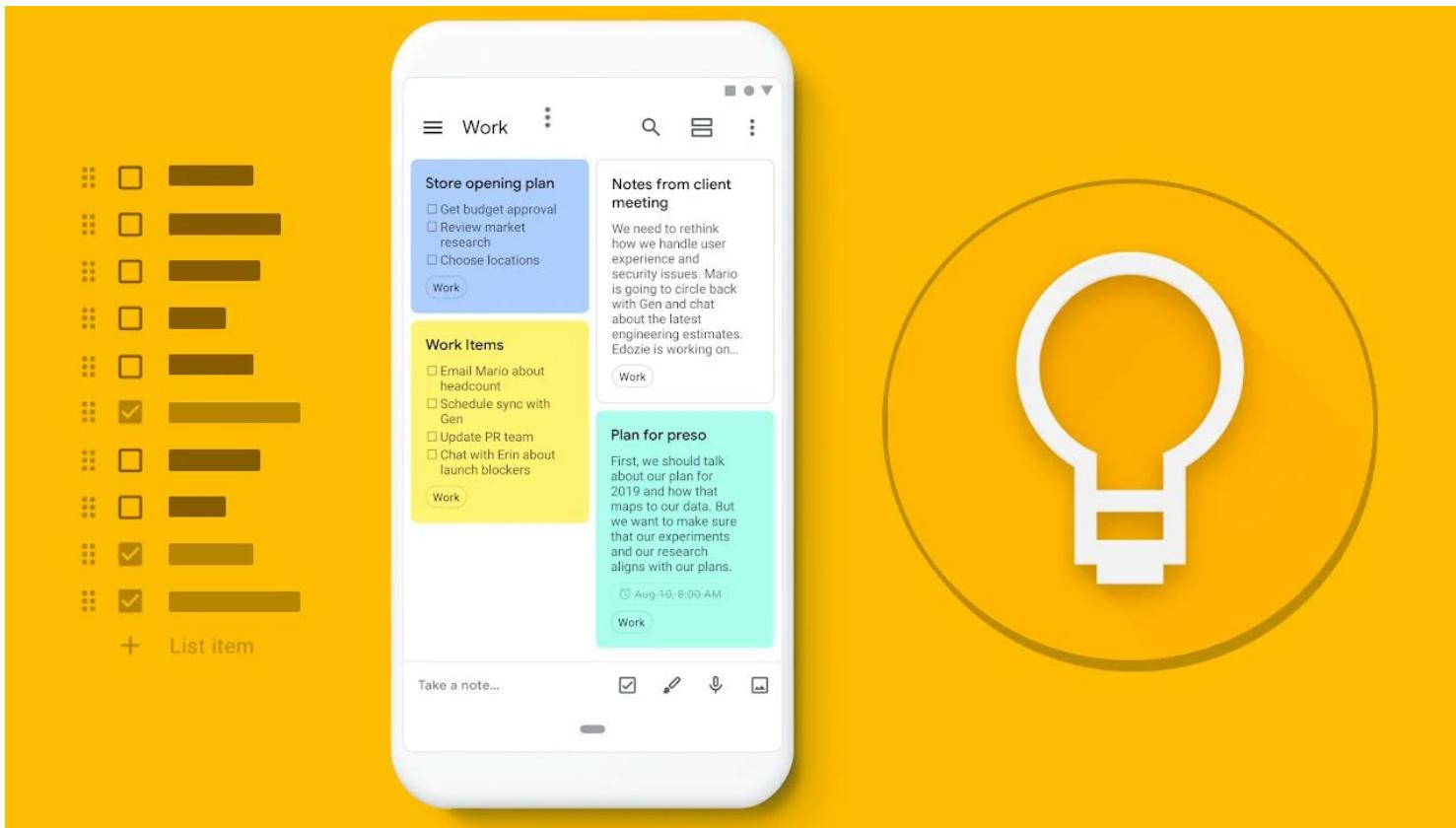
Additional Tips



The two list technique

- Warren Buffet's simple approach to prioritizing tasks
- Write down a list of 25 tasks you want to accomplish
- Circle 5 most important tasks
- Create 2 lists
 - One with the 5 you circled
 - One with the remaining 20
- Focus your attention on the first list before moving to second

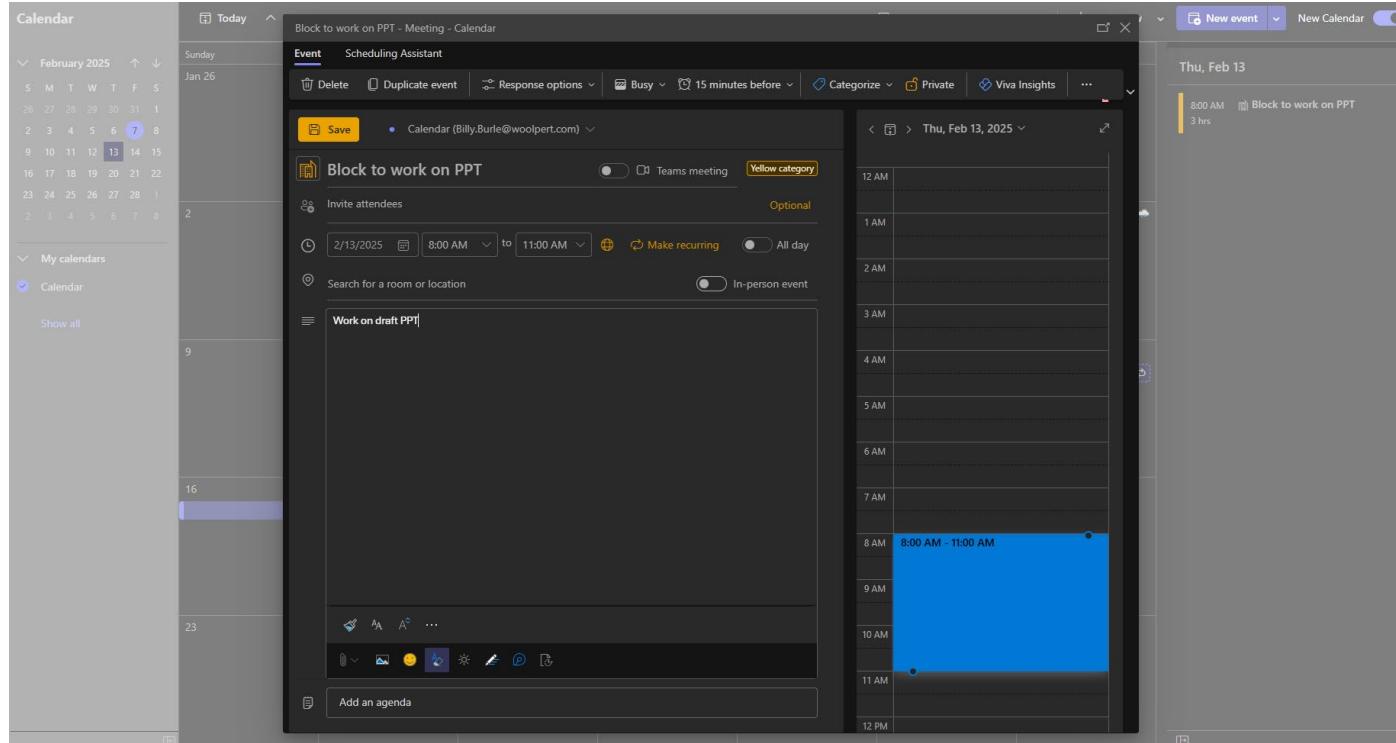
Additional Tips



Google Keep

- Mobile and desktop versions
- Categorize items and list them in color coded panels with checkboxes
- Simple, configurable, effective

Additional Tips



Block work on your calendar

- For example- I'm going to block out 1.5 hours on Wednesday to work on xyz

Outlook – web mail's “Pin” Feature

- Pins important items / email at the top of the inbox

Additional Tips

For large projects you can ask Chat GPT to break it into smaller tasks



Break the project of cleaning my room into 5 simple tasks

Here's a simplified version with 5 main tasks to get your room cleaned:

1. **Declutter:** Pick up any trash and put away items that are out of place (clothes, books, dishes, etc.).
2. **Organize:** Put things in their proper spots—clothes in the dresser or laundry basket, books on shelves, and anything else in its designated place.
3. **Dust:** Dust surfaces like tables, shelves, and electronics.
4. **Vacuum/Sweep:** Clean the floor by vacuuming or sweeping, depending on your floor type.
5. **Change Bedding and Final Touches:** Change the sheets, fluff pillows, make the bed, and take out the trash.

These five tasks will give your room a nice clean-up without overwhelming you!

Additional Tips



Communication

- Ask supervisors to confirm priorities
 - Adds transparency showing everything you're working on
 - Agreement on list sets appropriate expectations
- When waiting on others for multiple things
 - Delays may be b/c they are struggling to prioritize
 - I send the list of things I'm waiting already prioritized so when they do work on my list, they know what is most urgent to me

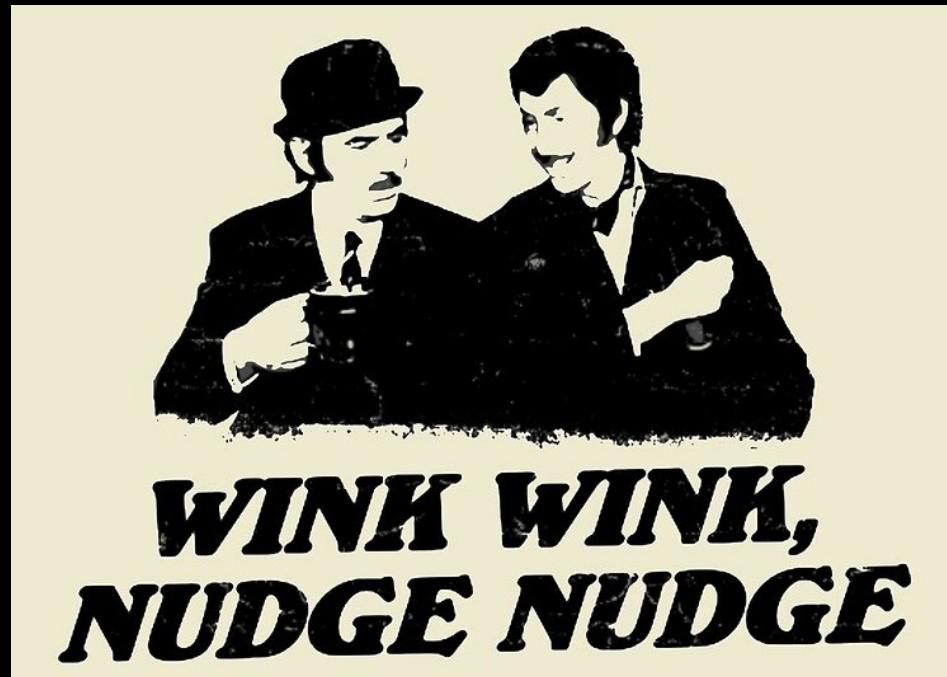
Mental Health



When you work in a fast-paced environment it's important to take care of your mental health daily

- Take breaks – pomodoro system has these built into it
- Drink water – seems obvious but easy to forget
- Move – get up and move around / stretch
- Set realistic expectations – you cannot please everyone all the time
- Learn to either say no or set realistic timelines
- Be self aware
 - Know your capacity
 - Know what you are best at and what you are not – consider delegating things you are not good at but others are
 - Know your most productive hours and schedule around them

Speaking of productivity tools



MobileAssessor



- Eliminates need for paper
- Eliminates duplicate data entry (data, photo, sketches)
- Tools to increase efficiency and productivity
- Shortens field cycles
- Lowers overall operations costs
- Improves data quality

“The productivity gains from using MobileAssessor have been equivalent to hiring 5 additional appraisers”
- Steve Watson, Chief Appraiser, Hall County GA

MobileAssessor

12:50PM Mon Feb 24

Data Cloud SOLUTIONS, LLC

Neighborhood Profile: 2007R

Median	Age	SFLA	Land	Market Total	\$/SF	Selling Price	\$/SF
20	2.650	15,500	187,200	71	196,000	74	
Mode	13 - 32	2,300 - 2,800	12,000 - 18,000	175,000 - 192,000	68 - 73	189,000 - 201,000	71 - 76

Market Trend: +0.50%

Nearby 15 Priority Parcels

Map **Sort** **Proximity**

 7974331 30370034 510 - R - SINGLE FAMILY DWELLING, PLATTED LOT Permit	2334 CASTLEBROOKE LN
 7974715 30352253 510 - R - SINGLE FAMILY DWELLING, PLATTED LOT Sale	8741 CEDAR BEND RD
 7974760 30352298 510 - R - SINGLE FAMILY DWELLING, PLATTED LOT Permit	8746 CEDAR BEND RD
 7974761 30352299 500 - R - RESIDENTIAL, VACANT LAND, LOT Sale	0 R CEDAR BEND RD
 7973123 30356053 510 - R - SINGLE FAMILY DWELLING, PLATTED LOT	2241 BIG HICKORY RUN
 7974759 30352297 510 - R - SINGLE FAMILY DWELLING, PLATTED LOT	8738 CEDAR BEND RD
 7973314 30352164 510 - R - SINGLE FAMILY DWELLING, PLATTED LOT	9024 CEDAR BEND RD
 7973126 30356056 510 - R - SINGLE FAMILY DWELLING, PLATTED LOT	2259 BIG HICKORY RUN

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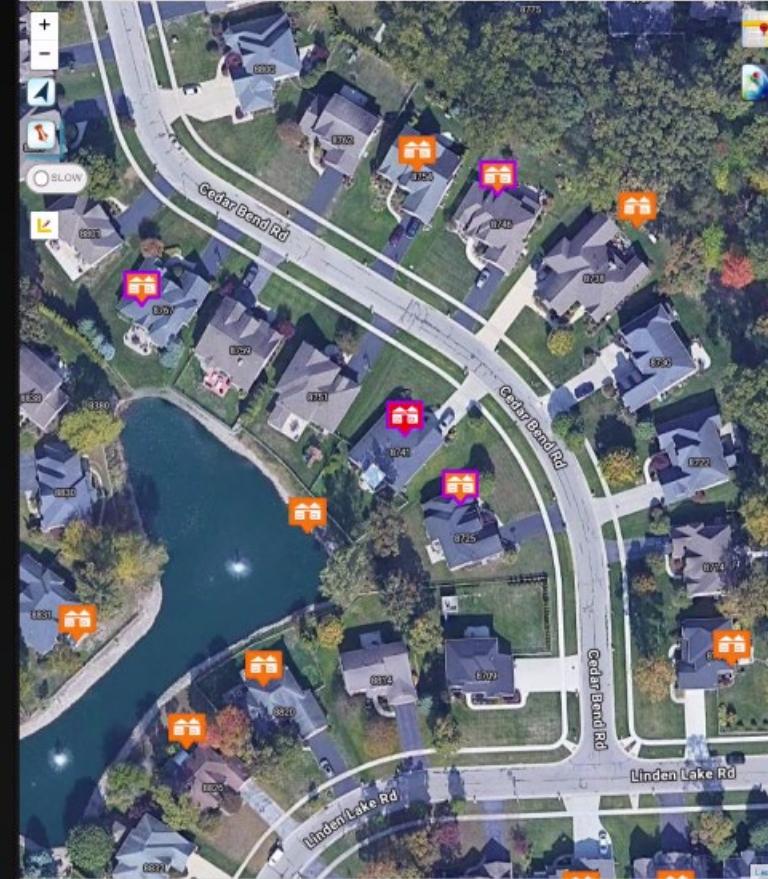
Map **Sort** **Proximity**

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GIS Interactive Map

Back



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Map **Sort** **Proximity**

Final Thoughts



- Find a system that works for you – not a system you have to work for – simple works better for me
- Test out multiple systems / tips
- It's ok to steal parts of systems to create your own hybrid
- Test some tools like ChatGPT, Google Keep, Outlook features, etc...
- Consider a policy for customer priorities
 1. In-person
 2. Phone
 3. Email
- **Everything is easier when you prioritize your mental health**

Contact Info for questions / comments



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