

Strategies for Supporting & Prioritizing Work



Webinar Resources to Accompany the May 24, 2022 Webinar

Prepared by Agnew::Beck Consulting and Northern Social-Environmental Research as part of the 2022 Bristol Bay Native Association (BBNA) Economic Resilience Webinar Series.

Productivity Tools: Pen and Paper Ideas

- Productivity Planner: <https://www.intelligentchange.com/products/the-productivity-planner>
 - Tool to help you plan for the week, and then prioritize tasks for each day
 - Or use the handout on the reverse to help prioritize your work into categories
- To Do Matrix: <https://knockknockstuff.com/collections/notepads/products/to-do-pad>

Productivity Tools: Electronic and Web-Based

- List of Applications: <https://friday.app/p/to-do-lists>
- Favorite online tools that were shared during the session:
 - Trello: <https://trello.com/>
 - Simple, very easy to use, clean interface
 - Sort your tasks into categories
 - Has a free version
 - ToDoist
 - Great tool for list makers!
 - Easy to learn; basic version is free
 - Monday.com
 - More complex management tool
 - Intended for teams/groups
 - Heavily customizable
 - Requires purchase
- Other free templates in Excel: Click on File → New → and type in “To Do List” under “Search for online templates”

Priority Matrix - Template

		How urgent is the task?	
		Urgent	Not Urgent
How important is the task?	Important	<i>DO NOW - get it done first</i>	<i>DO NEXT or schedule a time to do it</i>
	Not Important	<i>DO LATER or delegate</i>	<i>DELETE</i>

