

Lunch & Learn:

Prioritizing Tasks to Avoid Burnout



Meet The Confluence Team



Lynette



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FOREST FIRE PREVENTION



So you're feeling overwhelmed...



REACTIVE

Burnout & Wildfires



**USE AS A
FRAME**



PROACTIVE

Controlled Burn & Growth

KEY INGREDIENTS FOR A WILDFIRE



HEAVY WORKLOAD + NO PLANNING + LOW RESOURCES

An aerial photograph of a dense evergreen forest. A wide, light-colored path, identified as a firebreak, runs vertically through the center of the image, separating the forest into two halves. The trees are closely packed and have a dark green, needle-like appearance. The lighting is even, suggesting a clear day.

FIREBREAK

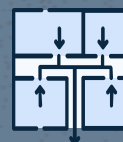
A line of varying width constructed through the litter on the forest floor down to mineral soil as a precautionary effort to protect an area from wildfire.

Where Should You Start?



1. EVALUATE

Assess Your Current Situation



3. ORGANIZE

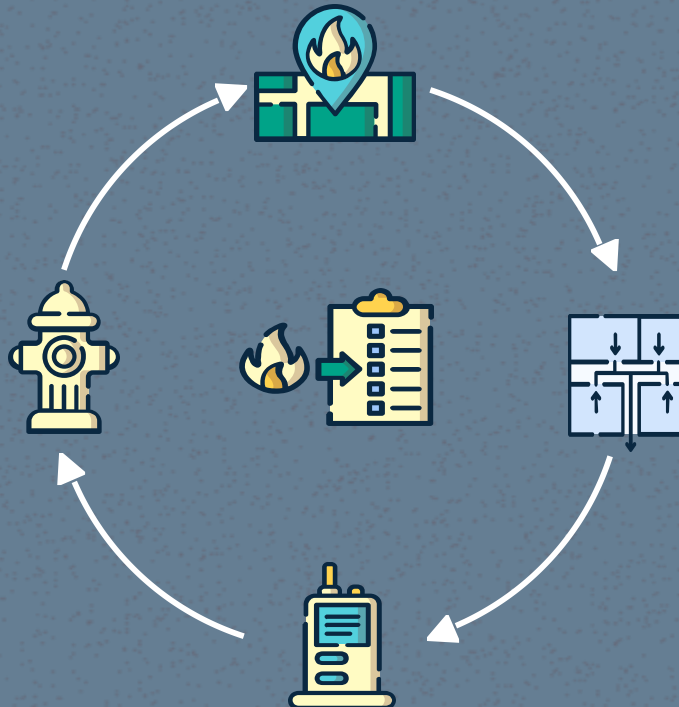
Organize Your Plans Into Calendars
& Task Management Systems

2. PLAN

Make Plans For All Your Priorities

4. OPTIMIZE

Continuously Review and Adjust





EVALUATE

Make sure what you're doing is effective.

"Innovation is saying no to a thousand things."

-Steve Jobs



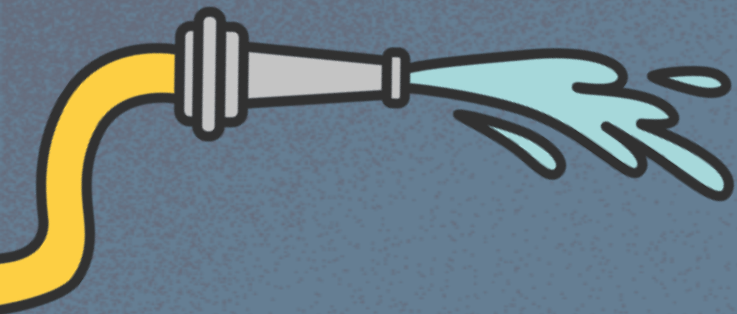
IDENTIFY YOUR “WORK SUCKS”!

What tasks and items come up on a regular basis and how do they contribute or detract from the following:

☐ Financial Resources

☐ Time Resources

☐ Your Will to Live



WHAT IS THE PAYOFF?

- | | | |
|--|---|------------------------------------|
| ☐ Financial Gains | ☐ Fulfills your Mission | ☐ No Idea |
| ☐ Builds a Relationship | ☐ Emotionally Beneficial | ☐ No Payoff |

PRIORITIZE & ELIMINATE



STOP IMMEDIATELY

You determine it does not have any financial, relationship, emotional or mission payoff & takes valuable resources.



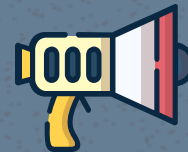
BECOMES A PRIORITY

You determine it doesn't take a lot of resources but there is payoff financially, strategically or fulfills your mission.



WEIGH PROS AND CONS

If it only accomplishes 1 (maybe 2) of the payoffs then weigh the pros and cons against the amount of resources it takes and move into one of the other three categories.



FURTHER DATA NEEDED

You determine you have no idea what the payoff is, or it requires a lot of resources and the supporting data is outdated or based on assumptions, then further research is needed. This additional research becomes a priority and gets built into your future task calendars.



Q&A

NEXT LUNCH AND LEARN

Wednesday, October 22 | 12:00 Noon – 12:30 EST
Topic: Effective Email Campaigns



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