

POINTS SYSTEM:

GAMIFICATION AND PRIORITIZATION (CH. 18 & 20)

Simply assigning points to your tasks will naturally clarify your priorities.

Set a daily or weekly points goal—try to beat your score.

Low Value Tasks: 2 points Non-essential	Medium Value Tasks: 10 points Essential but Not urgent/Flexible	High Value Tasks: 20 points Essential, urgent, directly impacts goals
Examples: Frequent news checking, Unnecessary favors, Over-organizing notes, Perfecting minor document details, Excessive research beyond what's needed...	Examples: Routine housework, Grocery shopping, General administrative work, Creating notes, Scheduling appointments, Brainstorming/ planning sessions, Self care...	Examples: Resolving urgent medical/ health concerns, Making immediate critical decisions, Finishing/ submitting tasks due today, Preparing for something happening tomorrow...
Bonus Points (list them here):		
Total Score:		