

**EFLTip[®]
Balancing Urgency**

New Task
List of Important Tasks (LIT)

Due Date	
Estimated Task Time	

Is it as important as other LIT tasks?

No

Yes

Return it to the LIT and re-prioritise the Most Urgent task

Is it possible to delegate or get more time?

Yes

No

Undecided

Is it the most urgent task on your LIT?

No

Yes

Is this Task the most Urgent?

Undecided

SCHEDULE & DO IT!

Do it until it becomes clear from others/yourself that this task is less urgent than another LIT task

- Consider Options**
- What are the risks to:
 - Physical health
 - Mental health
 - Values/Reputation (Personal/ Organisational/ Others)
 - Consult with a peer, mentor or someone more senior
 - Gain thinking space by doing something completely different for 5-10 minutes, e.g:
 - Eat/drink something healthy
 - Go for a walk
 - Take photos with your phone
 - Play music
 - Go somewhere quiet and attend to all 5 senses and your breath to re-gain present-focus
 - Seek more information about the task