CHW STRENGTH · FREE TOOL

Choose Your Next Priority

Examine

Decide where your attention will make the biggest difference today.

Look at the consequence of waiting

Check the deadline. Ask who set the deadline and what happens if it slips. A quiet deadline can matter more than a request with several reminders.

Look for what unlocks other work. A brief decision or handoff may let several people move forward. Look for work that others are waiting on.

Make a trade-off explicit. When you move one priority up, decide what moves down. Reschedule it, hand it off with a clear deadline or tell the person waiting when they'll hear from you.

Examine Reflection

Choose one real situation and use it for all four prompts.

What three things are asking for your attention?

Who is waiting on each one, and what happens if it waits?

Which task could move other work forward once you act?

What can move to later or to someone else? Who needs an update?

STRONG Application

Use your reflection to plan one action. Write in short phrases and come back to the last prompt after you act.

SEE IT IN PRACTICE

A supervisor needs to be confirmed before Friday's orientation materials can go out. You move slide edits to the afternoon and email two potential leads first. You ask them to reply by noon and decide who to call if neither is available.

S **Select one action**

What is the first action you'll take on your priority?

T **Tie it to what matters**

Who or what will move forward because you act?

R **Remove Barriers**

List all barriers to starting or finishing. How will you remove each one?

O **Own the next step**

What will you handle yourself, delegate or communicate?

N **Name the time**

When will you start, and when will you check progress?

G **Gauge what changed**

What moved forward? What still needs a decision?