

# The Instant Project Prioritizer

Are you working on a project that's so big you're not sure what to tackle first?

Let's cut down that to-do list and turn it into an all-done list!

## PHASE 1

### Focus on your project must-haves

Look at your list of tasks. Describe the challenge your project solves:

What is the essential transformation you want to deliver?

What is the shortest/easiest/fastest/simplest way you could deliver that transformation?

(Forget how others deliver the transformation. Think really basic — no bells and whistles or complicated technology allowed.)

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## PHASE 2

### Add some nice-to-haves (if there's time)

What would make your solution work better, be more convenient, deliver the transformation even faster? Think small tweaks or upgrades you could add if you have time before you release the solution.

## PHASE 3

### Amp up the awesome factor

Once you have released and thoroughly tested your idea, what can you do to make it extra special? Uniquely yours? Unforgettable?

REMEMBER: When you look around to see what others in your space are doing, you're probably seeing a lot of Phase 3 solutions. But they started as Phase 1 solutions!

Take the time to look at all the tasks on your plate, break them down into "must-haves," "nice-to-haves," and "amping up the awesome" stages. Then tackle those Phase 1 tasks and bring your solution to life!

Learn more here:

[How to Prioritize Your To-Do List and Make Massive Progress on Your Big Project](#)