

# TASK IMPACT PRIORITIZATION

RECESSIONRESPONSE.COM

TASKS	IMPACT	VITAL NEED

**STEP 1:** List tasks that you need to do as you think of them. This relieves you from needing to remember.

**STEP 2:** Next to each task in the **IMPACT** column put a symbol for each applicable category.

- 💰 - If this will enhance cash flow in the near term (eg. a sale, cutting a cost, etc.)
- 😊 - If this will serve an existing customer
- ∞ - This will become a system that can then be repeated with less effort

*If a task addresses multiple things at once put each corresponding symbol. For example if the task results in a sale to an existing customer and is an improved system, put all three symbols.*

**STEP 3:** For any task that addresses your company's current **Vital Need** (for more information read *Fix This Next*), write it in the **Vital Need** column. Otherwise leave it blank.

Prioritize your actions (and the delegation of tasks) by satisfying Vital Needs first. Next address tasks with the highest impact (the most symbols). Next address remaining tasks with one impact identified in the order of 😊 first, 💰 second and ∞ last. Lastly address remaining tasks.

## ADDITIONAL RESOURCES



**Fix This Next**  
[fixthisnext.com](http://fixthisnext.com)



**Profit First**  
[profitfirstbook.com](http://profitfirstbook.com)



**Clockwork**  
[clockwork.life](http://clockwork.life)



**The Pumpkin Plan**  
[pumpkinplan.com](http://pumpkinplan.com)

Get Professional Support:  
[fixthisnext.com](http://fixthisnext.com)  
[profitfirstprofessionals.com](http://profitfirstprofessionals.com)  
[runlikeclockwork.com](http://runlikeclockwork.com)  
[pumpkinplanyourbiz.com](http://pumpkinplanyourbiz.com)