Lesson 3. How to Set Priority and Order

Focusing on main things is the easiest and the most effective way to improve productivity and achieve more goals much faster. Prioritizing skill is an ability to see what tasks are more important at each moment and give those tasks more attention, energy and time. VIP Quality Software will help you SET, CHANGE and SORT by PRIORITY or SET ORDER of tasks to do the right things first.

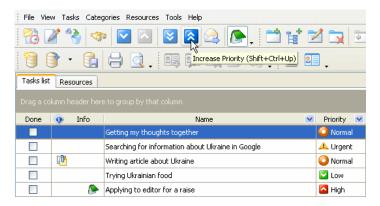
Set Priority

When you create a new task, it has "Normal" priority by default. You can set any of six priority statuses available: "Lowest", "Low", "Normal ", "High", "Highest" and "Urgent" while creating a task.



Change Priority

If you want to change priority of task, you can choose one of the following ways:



Ins

F4

Ctrl+Up

Ctrl+F

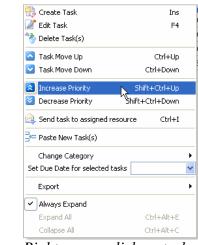
Ctrl+I

v

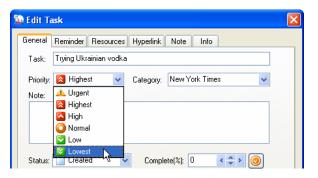
Ctrl+Down

Shift+Ctrl+Up

Shift+Ctrl+Down



Right mouse-click on task



Double mouse-click on task

Sort by Priority

File View Tasks Categories Resources Tools Help

🧨 Edit Task

曫 Delete Task(s)

🔼 Task Move Up

🛂 Task Move Down

🔕 Increase Priority

😒 Decrease Priority

🖵 Paste New Task(s)

Change Category

Not to for a Send task to assigned resource

Set Due Date for selected tasks

🧇 Find Task(s)

Tasks list

Done

After setting priority of all your tasks you can sort them by clicking on the headline of Priority column to highlight the most important things from the list.

OR

Done	Name	Priority 💌		Done	Name	💌 Priority 🗸 💌
	Writing article about Ukraine	🗿 Normal 🛇			Searching for information about Ukraine in Google	🔔 Urgent
	Searching for information about Ukraine in Google	📣 Urgent	Ν.		Trying Ukrainian vodka	🔕 Highest
	Trying Ukrainian food	💟 Low			Reading about Ukrainian history	🔼 High
	Trying Ukrainian vodka	😣 Highest			Writing article about Ukraine	🙆 Normal
	Buying a book about Ukraine	🔯 Lowest			Trying Ukrainian food	💟 Low
	Reading about Ukrainian history	🔼 High			Buying a book about Ukraine	💟 Lowest

OR

Set Order

Alternative way of focusing on main things is setting the tasks' order. You can move tasks up and down your list to show the degree of their urgency and importance.

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File View Tasks Categories Resources Tools Help							
: 📂 🍞 🖏 Create Task Ins	File Vie	ew Tasks Categories Resources Tools Help		Task Move Up	2	Ctrl+Up	
🔢 🗹 🖉 Edit Task 🛛 🛛 🖓 F4	i 🕰 🛛	2 🌯 🐟 🔽 🔼 🛛 🖉 🔊 🔶 💽 👘		Task Move Down	νč (Ctrl+Down	
📔 📑 🔧 Delete Task(s)	: 19			Increase Priority	Shift	t+Ctrl+Up	
Task Move Up Ctrl+Up		💯 🔙 🎒 🏟 🚬 📅 Task Move Up (Ctrl+Up) 🖶 💽 🚬	×	Decrease Priority	Shift+(Ctrl+Down	
Task Move Down	Tasks lis	t Resources		Send task to assigned	resource	Ctrl+I	
Drag a colur Increase Priority Shift+Ctrl+Up Done Image: Shift+Ctrl+Down Shift+Ctrl+Down	Drag a c	olumn header here to group by that column					
Find Task(s) Ctrl+F	Done	Name 💌		Change Category			
		Getting my thoughts together	Se	et Due Date for selecte	d tasks	~	
Paste New Task(s)	_	Searching for information about Ukraine in Google		Export		•	
Set Due Date for selected tasks		Writing article about Ukraine	~	Always Expand			
Change Category		Trying Ukrainian food		Expand All	0	Ctrl+Alt+E	
Not to for A Send task to assigned resource Ctrl+I	:	Applying to editor for a raise		Collapse All	0	Etrl+Alt+C	

Right mouse-click on task

Tips

- <u>"Vital few and trivial many"</u>. When setting priorities remember that 20 percent of your tasks are responsible for 80 percent of the results, because only 20 percent really matter.
- <u>Keep in mind your main goals</u>. Determine short-range and long-range goals and set priorities according to the urgency of these goals.
- <u>Mind the difference between urgent and high priority tasks</u>. Many of urgent tasks are not really important in the long run, and many important things are not always urgent.
- <u>Get the urgent things done</u>. First and foremost accomplish the tasks that would get you into trouble, if you would not perform them.
- <u>Prioritize unplanned activities as well</u>. It is more difficult as you don't have enough time to evaluate situation as a whole, so you should make quick decisions.
- <u>Avoid overload</u>. When setting priorities, ask yourself if some of your tasks could be delegated or even eliminated.

Hot Keys	
Shift + Ctrl + Up	Increase priority of selected task(s)
Shift + Ctrl + Down	Decrease priority of selected task(s)
Ctrl + Up	Move up selected task(s)
Ctrl + Down	Move down selected task(s)

Toolbar Buttons

- Move down selected task(s)
- Move up selected task(s)
- Decrease priority of selected task(s)
- Increase priority of selected task(s)