

The importance of prioritizing [A importância de priorizar]

Texto e áudio – Nível de dificuldade baixo/médio.

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The importance of prioritizing

How do you organize? Do you write lists? Many people do. Lists are very helpful ways for capturing your information, capturing all the ideas and things that you need to do.

After you write the list, what do you do next? The next step in getting organized is to prioritize your list.

Here are some steps to prioritize your tasks:

1. **Make a list of all your tasks.** Pull together everything. Don't worry about the order, or the number of items;
2. **Identify urgent versus important.** Identify tasks that if not completed by the end of the day, will have serious negative consequences, for example missing one client or sales;
3. **Order tasks by effort.** Productivity experts suggest the tactic of starting the most difficult task first.
4. **Be flexible and adaptable.** Sometimes your plans and priorities will change and you have to understand and adapt to this.
5. **Know when to cut.** You probably can't do everything on your list. Sometimes it's necessary to cut tasks.

Adapted from: <http://www.liquidplanner.com/blog/how-to-prioritize-work-when-everythings-1/>

ÁUDIO: Copie o texto acima, cole na janela do Acapelabox que abrirá ao [clique aqui](#) e dê play para ouvir.