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### If you have more than three priorities, you don't have any

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By Kristy Grant-Hart

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Famous author and business consultant Jim Collins says, “If you have more than three priorities, you don't have any.” Three? That's it? Yes, three.

If you struggle to properly prioritize projects and tasks, take heart—you're not alone. Many people find prioritization extremely difficult, because everything seems to be due yesterday and seems to have equal levels of importance. Sometimes it feels like your only option is to respond to the latest email you've received or call back the last person who has made a request, because stopping to prioritize would simply be a waste of time—and time is the last thing you have!

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