

D.R.U.T.

A tool to help you define your priorities

D = Desire to do this

R = Realistic - is it realistic to do it?

U = Urgent - how urgent is it?

T = Total

First, you have to ask yourself how many tasks there are or projects you want to do. This tool can be used for personal projects or professional tasks.

Second, you have to define a number for each task and category.

Finally, the Total gives you a hint on where to start / what to prioritise.

1 = no desire / not realistic to do / not urgent

Biggest number = huge desire / realistic to do / very urgent

Project / Task	D	R	U	T
Learning how to use excel	1	4	4	9
Flying a helicopter	4	1	1	6
Making ceramics	3	2	3	8
Skating	2	3	2	7