

# The Easiest Way to Prioritise What Needs to Be Done Everyday with Vicky Harrison

**Frances Barrett:** [00:00:00] I believe that working through priorities is a skill. It's something that I am yet to overcome in my own personal journey.

So, hello. If I haven't met you before, my name is Frances and I'm the Head Brain from The Social Brain, and I help businesses like yours, really, really build their presence on social media for their brand awareness so they can make some more money.

And today I'm joined with the lovely Vicky Harrison from Vicky Harrison coaching, and she is going to help us talk through and walk us through all the benefits, the tips and tricks and everything that she knows about working through priorities.

Vicky, I have to say that was the quickest that anyone has jumped on live so thank you so much. Thank you for being here, and thank you for having speedy connection.

**Vicky Harrison:** You know, when you, when you've got a baby, you need to be a really, really well oiled machine.

**Frances Barrett:** That's exactly it, and that's exactly why we're talking, right? Yeah. So cool. So if you wouldn't mind just introducing yourself, what it is that you do and how you [00:01:00] help people, just so that everybody can get to know you on my following too.

**Vicky Harrison:** Yeah, great. So I'm a, a transformational coach and NLP practitioner, and I specialize in working with busy, ambitious women, typically mums, to take back control really. So that means everything from managing mum guilt, managing their time, their confidence so they can really thrive in their life, career, and business.

**Frances Barrett:** Mm-hmm. Absolutely. And I think that that's something that we as, as, as we said, as mums, it's something that sometimes we get pushed down to the bottom, don't we? We are always thinking about what other people are doing within our families, within our business, and it's about really figuring

out what needs to be done, what box needs to be ticked there and then, and I, I dunno about you, but it's something that is constantly a struggle with me.

**Vicky Harrison:** Yeah. And it just keeps growing, the list just keeps growing. Yeah.

**Frances Barrett:** Absolutely. So we've obviously had this chat before, and you've said that this, this is such a frequently asked question that it made absolute sense to talk [00:02:00] about this today. So why is it so important to prioritize your tasks in business and in life as well?

**Vicky Harrison:** Yeah, well, I mean, look, prioritizing is kind of the key, right? Because we've got loads of things we wanna achieve. We're balancing loads of different areas in our life and responsibilities, and without prioritizing, nothing ever gets finished or we don't end up going in the direction we want.

You know, the, the symptoms of that are the ones we hear about all the time, being stressed, being overwhelmed, getting frustrated, and just feeling really stuck. Mm-hmm. So prioritizing is literally the key to unlocking where we want to actually get to and what we wanna achieve for ourselves and our business.

**Frances Barrett:** I love that. I'm unlocking, I'm unlocking the potential for what we want in life and in business. I love that. What a strapline. So, and, and do you just help business women or is this just kind of a mix of people that you really, really help when it comes to prioritizing?

**Vicky Harrison:** It's totally a mix. Because I mean, as you can appreciate Frances as a, as a mum yourself, [00:03:00] you know, it, it's not all about the business. Sometimes it's just life.

Sometimes there are just so many plates we are spinning and that only increases when we become a parent. And you get, you thought you were working at maximum capacity and then you get chuck, a few more plates kind of chucked at you and you kinda spinning all of them. So it, it's not even just business owners, it's just people that want to feel that they've got some tools and strategies to help them take control a bit more.

**Frances Barrett:** Mm-hmm. Absolutely. So, and funnily enough, you should say tools and strategies cause that's exactly what I'm gonna ask you about now. So when we, when we had our chat, earlier this week, you said there were kind of three ways, if you like, of, of helping you to prioritize in life. So if you wouldn't mind, we can just dive straight into them if you'd like.

**Vicky Harrison:** Yeah. Because you know, every, everyone talks about like mindset and, you know, mindset is a really big part of making sure you get things done for yourself. Yeah. But you do need to adopt strategies that are gonna help you as well, because without tools and strategies, it's just not gonna happen. Particularly if you're a busy parent trying to balance everything.

Absolutely. So the, the main. [00:04:00] Almost what I'd say is the most important one. It's just really finding out what the value of everything is, so determining the value and figuring out what is most important out of all of these things on your to-do list.

**Frances Barrett:** Mm-hmm. And how, and sorry for interrupting, but how, how would you do that? As I'm thinking, and this might be a, well, you just kind of have this gut feeling and you, you just know what's gonna push you that day. But when it comes to juggling business and personal, how do you then def, define what that, what the value is? Is it just that you focus on one aspect of life? Or how would you, how would you approach that?

**Vicky Harrison:** It's, it's really hard, isn't it? And I, I think if you speak to lots of different people, they'll actually have loads of different opinions out there because the, probably the most appropriate answer is what works for you.

Mm. You know, some people are really good, for example, at working at home with kind of the chaos around them and can switch really quickly in between their, their zones. Yeah. Other people need that head space and those, those boundaries and those lines to really give what they're doing [00:05:00] the best version of themselves.

Mm-hmm. What I find the most helpful is, I mean, there's loads of techniques out there, but the one I find that really helps me massively is something called the urgent important matrix. Okay. Where I put everything down like so everything in my head, everything, the family, the job, you know, the business, everything.

And I just write a big long list and I have two columns and I grade it out of one to 10, 10 being the most important. And I give everything a grade, and then I do the same with urgency, and then you just total them up. Oh, okay. And you can really quickly see a hierarchy kind of emerging. And I know that, okay, these are the ones that I need to focus my, my time and energy on, because these are not only the most important ones, but they're ones that are urgent. These need doing kind of asap. Yeah. Top of the list.

**Frances Barrett:** That is such a good tip and something I've never really thought, thought about before. You know, I'm, I'm a lot about quantitative data and doing things, you know, you see the stats, you see the graphs and everything else, but I never really thought to put it [00:06:00] in kind of a table and to really judge it by that.

So that's really, really for me, that's really, really helpful. Thank you so much.

**Vicky Harrison:** And we all do to-do lists all the time. Yeah. Like in our, in our heads, we think to-do lists are prioritizing. Yeah. We're like getting all the busyness down on paper, but unless we help ourselves organize that list and categorize it in some way, it's just a list. It's just taking this and putting it down.

**Frances Barrett:** Yeah. Well I'm guilty of a very long to-do list all the time. And I tend to number them, but then as I'm working through them, I'm like, oh no, wait, that can go up to number two now because I need to do that as the next step. So that the way that you've kind of explained the urgent important matrix is really, really helpful.

Yeah. Something I'm definitely gonna use for sure.

**Vicky Harrison:** Oh good. There you go. Thank you.

**Frances Barrett:** And so what, what's kinda the next strategy method that you can, you can apply when it comes to prioritizing?

**Vicky Harrison:** Yeah, so I mean, I know that we spoke the other day, we mentioned this Frances, so time is perhaps our most valuable commodity, right?

Time is time is everything. It slips through our fingers if we don't [00:07:00] take care of it. It can just evaporate into space it feels like on most days here, for sure. So you need to work out what your, where your time is going. And there are two forms. It can either be a time expenditure or a time investment.

Mm-hmm. So decide whether the tasks you are planning on doing for that day are gonna be investment. Are they working towards your goals, towards your values? Are they taking you forward in the direction you want to go in? Or are they an expend. Are they just those tasks that get you lost in a loop and before you know it, the whole day has passed, but you've actually never, you've not moved forward with what you wanted to achieve.

Mm-hmm. And just try and reduce those expenditures and just have more of the time investment tasks on your, on your list for the day.

**Frances Barrett:** Yeah, I think that's a really, that's a really, really great tip. And I've never thought, again, you, you're like opening my eyes all over the place today, I've never thought of investment versus expenditure because I just think, oh, well, I'll just put a wash on while I create some posts and kind of done it that way as well.

But actually having that intention for the day, I [00:08:00] think can be really, really powerful. And again, that can help with your, with, with your value. Right? That can help you prioritize on that side too.

**Vicky Harrison:** And it could be, if you don't think about it that way as well, all those little tasks, which, which need doing a a whole day can disappear doing these little, tiny tasks.

Yeah, absolutely. Which, which do need to be done. But actually if you don't balance those with the ones that are actually moving you forward, you are just, you're just spending days standing still and prioritizing is all about what's important, what's gonna move me forward? What do I need to get to first?

**Frances Barrett:** Mm, absolutely. And Preston D Barnes has said that time management is key that he thinks, and I think that that's really like an important point as well, like keeping track of where your time has gone. And I did this, I did this ages ago because, had baby straight back into business. Not long in maternity leave, just straight back in.

Yeah. And I downloaded an app called Toggle and it tracks your time and what I would, what I did in the end, this might seem really, really sad. I dunno. I found it interesting, but I'm a bit of a numbers nerd. I logged down Mummy time [00:09:00] versus business time. Right? Yeah. And the results are really, really surprising.

So again, having that intention when it comes to time investment or having your to-do list as an investment piece versus an expenditure, expenditure piece, could probably help you divide that time as well, right? The personal versus the, the professional.

**Vicky Harrison:** Yeah, absolutely. You're just looking for any way to raise your awareness about where your time is going, really. Mm-hmm. And I mean, I love that app and yeah, most of the time actually when I work with people, the first

place we start as a weekly tracker. Yeah. Right, you're telling me you've got no time to do anything, but what are you spending your time doing at the moment?

Mm-hmm. And it's, and it's without a doubt, every time somebody does that, it is a surprise because we're just so passive in where we throw around this really important commodity of ours.

**Frances Barrett:** Yeah. Yeah. I mean, we are, we are really busy at not being busy, aren't we? Sometimes. Yeah. Yeah, yeah. I get that sometimes I'm really, really busy looking on TikTok.

[Inaudible] but, you know, it, it, it's, it's, [00:10:00] it is really easy to lose track of that time and, and to kind of, yeah, just, just waste it as, as you said, really. Yeah. And not having, you know, tho those specific tasks and not figuring out, out what the priorities are. I think that's, that's a really, really important point. Now I've mentioned the third point a few times. We've jotted that around here and there with, with the key word, so, yeah. If, if you wouldn't mind explaining the, the third strategy or method that you'd like to, that you'd like to talk about today.

**Vicky Harrison:** Yeah, and I mean, it sounds, it sounds really easy, simple, this one, but it's starting with intention. Mm. So what is the output? What is the result you are working towards? What is the, the thing you are aiming for? And then work backwards, okay? From my whole list of tasks, from everything I've got to do, what are the key ones that are actually gonna get me to that place? Mm. Those are my priorities because again, you know, without prioritizing it can, it's all about distraction, procrastination, all of those things.

So by starting with the end in insight and intention, you are literally mapping [00:11:00] out your pathway to making sure you hit it on time. Otherwise, we're just kind of hoping that we end up in that, that place we want to get to. Yeah.

**Frances Barrett:** And that like, having that goal of having a super, super clean house, all your chores are gonna be done by the end of the day. Is that something? Yeah, that is a realistic intention as well? I think that sometimes we, we build up our intentions so high, don't we?

**Vicky Harrison:** Yeah. And it, I think you've touched on a really good point, which is, you know, every day is different as well. Yeah. And some days your intentions will be business focused or career related, because that is the priority in your world on that particular day.

Mm-hmm. And someday it, it's also okay to have smaller intentions and smaller goals and still be prioritizing perhaps all those things that weren't so important on the other days, but they can afford to be at the top of the, you know, top of the list on that day just to get done.

**Frances Barrett:** Mm, mm-hmm. Absolutely. No, I think that's, that, that's such a good point, just to kind of make sure you're realistic with them.

So kind of when, when you are, and I'm gonna lean into a little bit of to-do list [00:12:00] maintenance here, yes. When you are deciding on your priorities, how many should you realistically aim for in a day, do you think? Obviously, I think this might be a, it depends sort of answer, but is, is there kind of something that we should be aiming for in order to see real progress or, or, you know, intention towards our goal? What, what do you think on that?

**Vicky Harrison:** Yeah, so I think this comes down to the, the waiting of the things on your list as well. I mean, you mentioned to-do list, so if, if you are someone that really hones in on to-do list and you just cannot let the idea of a to-do list go cause it, you feel, it really helps you, you know, strip it back to a have to-do, would be nice to do and can do tomorrow. Mm. And I would say, have no more than three on your have to do, because you don't have to do more than three things in a day. Mm mm. You know what, what I often find with people is when we say, prioritize something and I say, you know, let's go away and, and prioritize everything on your plate, they come back and say, well, everything is a high priority. Yeah.

So it's, you know, and then we [00:13:00] go back to, well, if you're spreading yourself that thin and you're trying to multitask across everything, you just don't make the progress you want. So hone in, maximum three priorities for the day. And if it's a big meaty output, you know, a result or project or something, stick it to one and give that everything, you've got to cross it off your list or make some real progress in it.

**Frances Barrett:** Mm-hmm. That, that, and that's, yeah. That is, you just don't wanna feel overwhelmed, so you just don't do anything right? Yeah. Sometimes that's a real thing for me. I especially, I find that if I put too many things on my to-do list, I think oh sod it I'm not gonna do anything because it's too much.

**Vicky Harrison:** Which is weird. Yeah. Which is weird, right? Because the most effective thing we've got to fight overwhelm is taking action.

**Frances Barrett:** Yes, absolutely. Absolutely. Absolutely. No, I get that. Preston D Barnes is all in the comments. Thank you, Preston. So he says that he uses a thing called daily detail, which is effectively a diary with certain times on it. Important and immediate things are written down in first order to get done, completed. And then secondly is personal things. So I'm gonna touch on [00:14:00] this in a second. Personal things that are fun and feel good activities to balance the day out. It works and stops anxiety of missing important things, but, and by looking forward to the fun stuff. Simple and effective and the military used this as well.

And this might be a little bit of a icky question to answer, but how do you prioritize the fun stuff? Should you just aim to reward yourself with something fun or something feel good every day? Or because of I, and I'm going through this, this thing at the moment where self-care is my big thing and I'm really concentrating on myself and making sure that I'm, you know, I'm resting and filling my cup up and whatever else you wanna say.

Yeah. What other cliché you wanna say there? So how do you decide on that self-care, the fun stuff, the feel good stuff? How do you fit that into these priorities as well?

**Vicky Harrison:** So I always have like one thing mapped up at the end of the week. So if I achieve what I wanted to, of my, my key priorities, I'll reward myself with something.

Mm-hmm. That might just be a bath, that might just be, you know, leaving kids with my husband. Yeah. Do not [00:15:00] disturb. Or it might be like something I've been looking at online. It, it's just a treat to look forward to, so, you know, look, when you've done it a good job, you deserve something nice for yourself.

Mm-hmm. But an approach I've been finding really helpful, particularly since I've become a mum of two, because sometimes the opportunities as in like the timeframe you've got to treat yourself or, or, you know, invest in your self-care is much more limited. Yeah. Because I just have a list of like five minute things I love to do.

And whenever I know I've got five minutes coming up, I'll just go straight to my list and that might be a music and you know, if I'm by myself, I might just dance around. Yeah. It might just be stepping outside and getting some fresh air. It might just be, you know, enjoying my favorite snack, whatever it is that gives you five minutes of pleasure.

Mm-hmm. Just sit and make a list so that when you've got just a moment or five, 10 minutes, you don't have to sit there and think about stuff. You've already got a bank of stuff that you know is gonna give you pleasure. Mm-hmm. And just gives you that little kind of nugget of self-care throughout the day.

**Frances Barrett:** Amazing. Yeah. Like I, I know I'm going [00:16:00] on this big, massive self-care journey, so I totally know and I'm seeing the, the, the benefits of me prioritizing myself that way too. It's something that I hadn't done for, for a little while and now that I'm back on top, like everything else is falling into place. So, yeah.

**Vicky Harrison:** I, I think, and I, go ahead. Sorry. I just wanna say this on that self-care as well, something that people don't. Often categorize the self care a bit is actually how we speak to ourself. Mm-hmm. And a, a really positive way of rewarding yourself at the end of the week is every time you've done something you're really proud of, it's just jot it down on your phone.

Yeah. And just giving yourself like five, 10 minutes at the end of the week and just reminding yourself of all the things you've actually accomplished. Mm-hmm. Because self care is about looking after ourselves and just feeding that positive truth inside our head. Mm-hmm. Instead of sometimes a lot of the unhelpful things we say to ourselves, yeah, can be really powerful method of self-care and looking after ourselves.

**Frances Barrett:** Yeah, absolutely. No, it is the kind of little progresses, like the, the little steps that really build up to this self-care piece. But yeah, I [00:17:00] won't, I won't bore you with all of that cause I, I could go on for hours about that and how I was changing my life since the beginning of December. I wanted to get your thoughts, and this is something that isn't scripted unfortunately, that I didn't ask you before this session.

Yes. I wanted to get your thoughts on the quote that everyone has the same 24 hours as Beyonce. So I wanted to kind of get your thoughts, your feedback as a mum of two, as somebody, who clear throat, as somebody who is queen of prioritization, what you, what your thoughts are on that particular quote, if you wouldn't mind.

**Vicky Harrison:** I think one of the most dangerous, things we can do to ourself is comparisonitis and just really stacking up what we've got against other people, because we do all have 24 hours, but each of our 24 hours is filled up with a lot of different things.

Mm-hmm. A lot of weights and responsibilities, a lot of influences, and it's, for me, it's not about [00:18:00] how long it takes you to get there necessarily. It's about working in a consistent way so that every day or every week you are getting done what is in your capacity to get to get yourself to that end goal.

Mm-hmm. Small steps, let, you know, add up to, to big things. Mm-hmm. So we can all do amazing things that, that is, you know, undisputable, we're all capable, if, if we all have, you know, enough time to fuel into an energy, we can all achieve incredible things. Mm-hmm. But some of us will have to get there at a different pace because we have so much other stuff going on in our lives and little small steps will still get us there.

**Frances Barrett:** Yeah, absolutely. I love that as an answer. Thank you so much. I was saving that a question for somebody, so I'm glad that I asked you. Thank you so much. That's a really, really balanced way of saying things, you know that the fact that yes, we. Actually have the same 24 hours, but you know, we, we can take our time, we can get there.

There are other restrictions. And, and Preston is, is blowing up the comments today. And he says [00:19:00] that his first job of the day is, is making the bed, which means your first task is already completed before you've even started with your priorities or to-do list. So having that sort of mindset that you, you've already ticked something before the days even started can get you off to a, a really, really great start. Is there anything else that you would like to share today?

**Vicky Harrison:** I, I suppose I would just like to, I mean, a couple of a top tips I would say is when you are looking to prioritize to make sure you get things done is make sure you communicate that to people. So once you've figured out what your priorities are, tell your team, your support network, your family, because that way you can make sure you've got the time and resources and support in actually making it happen. Yeah.

And, and plus also you create a culture at home where people know that you know you can, you can do that as well. You can say, actually I need help with this and this is what I'm aiming for this week. And the other thing is, which I'm sure we're all a little bit guilty of, is just feel a bit more comfortable saying no sometimes. Because there's no [00:20:00] point agreeing and taking everything on if we, frankly, we just don't have the capacity for it.

Yeah. You know, so just before we offer out ourselves so freely, I'm not saying never, never do, just really think about am I in a place where I can actually take

this on, on top of everything else and just, just be measured in your response to those things.

**Frances Barrett:** Yeah. That is a big one. And actually, personally, from my own experience, I had a real big issue with saying no to everything and then taking on all of the clients. I remember when I first started business because I was very excited. I'm still very excited, but because I was very excited, it was a new thing, it was a new business. I took on 37 clients because I had a real issue with saying no.

Wow. Yeah. And that busy, oh, tell you, I, I dunno how I slept. But that's just feeds into the anxiety and the overwhelm and everything else. And the reason that we all go into business is so that we don't have to deal with that. We, we are our own bosses, so we don't answer. Yeah. We don't have to tell ourselves off. And, and we can kind of build up this life that we [00:21:00] really, really want. So, I know that when people are at the very, very start of their business is very, very tough to say no. But it is so empowering when you learn that as a skill. Yeah. Just to really look at what you are doing. And like you said, see if you can fit anything else in and, and, and, and go from there. So yeah, that's a really, really good tip. And like big, big nugget that Yeah. That I've learned for sure. So where can people find you?

**Vicky Harrison:** So obviously on Instagram at @vickyharrisoncoaching. So come follow me, I'd love to see you guys. And also, we're actually running a free challenge in January called Build and Boss Your Year in four days. It's, yeah, totally free. It's just four days, 30 minutes a day.

And it's packed full of practical strategies like this. So you can kind of make a difference on your stress, your time management, clarity, things like that. Yeah. And yeah, Facebook, LinkedIn as well. Vicky Harrison coaching.

**Frances Barrett:** Amazing. Thank you so, so much for coming on and having a chat with me this [00:22:00] afternoon.

**Vicky Harrison:** Thanks for having me.

**Frances Barrett:** So nice. So for those of you who dunno, me and Vicky actually went to uni together back in 2008 and we hadn't spoken for a little while and yeah, I'm like, oh, 2008, but we hadn't spoken for a little while. We've just connected again through our businesses, so it's a really, really lovely way to have an open chat and , yeah, to catch up as well.

So it's really been so, so nice. I've really, really loved this session. Yes, go ahead.

**Vicky Harrison:** Oh, I was just gonna say, yeah, it's been great. Good to connect. Yeah.

**Frances Barrett:** Yeah, so nice. If you have any questions for me or for Vicky, please do leave them in the comments section and we will be getting back to you. We do monitor the comments section. It'll be over on Vicky's profile as well, so you can catch up on watch whenever you like. And yeah, thank you so much for tuning in. Thank you so much to our lovely guest, Vicky Harrison coaching for coming on and chatting about priorities, and I'll see you in the

next one. Take care. Bye.

**Vicky Harrison:** Bye.