

Prioritisation Model

◆ Step 1: Triage your current workload:

Categorise tasks by urgency and importance

Quadrant	Action	Examples
✓ Urgent and Important	Delegate to PA Today	Client proposals, legal deadlines
🧠 Important, Not Urgent	Delegate to PA Today	Branding strategy, toolkit development
📧 Urgent, Not Important	Delegate to PA Today	Inbox triage, scheduling, CRM updates
✗ Not Urgent, Not Important	Delegate to PA Today	Admin clutter, redundant reports





◆ Step 2: Impact vs. Effort

For each task, assess:

Impact	Effort	Action
High impact, low effort	✓ Prioritize	Delegate immediately (e.g. calendar management)
High impact, some effort	🧠 Strategize	Co-create systems with PA Today
High impact, low effort	📧 Automate	Task PA Today to identify and implement human-centric technology
Low impact, high Effort	✗ Eliminate	Reassess necessity






◆ Step 3: Apply Strategic Filters

Use these to refine delegation decisions:

Filter	Prompt	Example
 Delegation potential	Can PA Today do this more efficiently or better?	Travel bookings, inbox rules
 ROI alignment	Does this task support growth or visibility?	Social media scheduling, lead tracking
 Neurodivergent Accessibility	Does this task require inclusive design or explanation?	Use PA Today's neuroinclusive expertise.
 Strategic value	Does this move your long-term goals forward?	Branding audits, stakeholder outreach

◆ Step 4: Build Your Brief

Create a work map with PA Today that includes:


- ✓ **Task list** (Sorted by priority and strategic alignment)
-  **KPIs** (Key measures that work for your business)
-  **Review cycle** (Check-ins, feedback loops)
-  **Automation** (Efficiencies, solutions, implementation)
-  **Working style** (Productive time, on-site or virtual)
-  **Work-life balance** (Healthy business owners build healthy businesses)

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