

PRIORITISATION

THE MOSCOW METHOD

A no-nonsense framework for categorising tasks based on their actual necessity, rather than just how loud they are shouting for your attention.

M MUST HAVE

Non-negotiables. Without these, the project or day is a failure. Top priority.

S SHOULD HAVE

Important but not critical. Necessary for full function, but can be delayed.

C COULD HAVE

The "Nice-to-haves." Desirable features that won't break the core project.

W WON'T HAVE

Out of scope for right now. Parked to save energy and budget for what matters.

HOW TO IMPLEMENT

1

LIST EVERYTHING

Brain dump every single task or feature. Be comprehensive; don't filter or judge yet.

2

CATEGORISE BRUTALLY

Assign each item to a category. If everything is a "Must," nothing is a priority.

3

PLAN SPRINTS

Focus on 'Must' items first. Ensure core objectives are met before looking elsewhere.

MOSCOW CATEGORISATION

M

MUST HAVE *(do today)*

M1

M2

M3

S

SHOULD HAVE *(important)*

S1

S2

C

COULD HAVE *(helpful)*

C1

C2

W

WON'T HAVE *(postpone)*

W1

CLARITY

Essential vs. Noise

FLEXIBILITY

Reprioritise easily

EFFICIENCY

Stop overcommitting



"If everything is a priority, nothing is a priority."

JBHD COACHING • COMMUNICATION