

# 40 The Prioritisation Pack

Take a Tupperware container. Put (say) 6 table tennis balls into it. Then tip in some marbles. Finally, pour in some rice.

Now, in an identical container, pour in the same amount of rice, first.



**An excellent metaphor for  
prioritising – at work and in life.**



Then pour in the same amount of marbles. Then, finally, pour in the table tennis balls.

The chances are the identical contents which fit into the first Tupperware container, will not fit into the second one.

Firstly, identify the big items – the really important ones. Make sure they are taken care of first. Then fit in, around them, the less important items. Though less important, they still need to

be worked in around the bigger items. Then finally, fit in the spaces all the small stuff that is part of everyday life.

If you try to do it the other way, and concentrate firstly on the small stuff, there may be no space left for the really big stuff...

“If history were taught in the form of stories, it would never be forgotten” (R. Kipling)

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