

Spotlight: Priorities

The Priorities section makes 15Five an easy way to hold yourself accountable and feel progress on a regular basis. Priorities in 15Five are short-term goals/tasks that follow the cadence of your 15Five reporting.

The Priorities portion of your 15Five is made up of the following sections:

Priorities for next week

Use this section to [set our top to-dos for the coming reporting period](#). Anything entered in this section will appear on your next 15Five under the “Mark priorities from your past 15Five as complete” section, as well as on your [15Five profile page](#). You can reference these lists throughout the week to keep yourself focused.

TIP:

Priorities are the most important tasks to be completed in the short-term. These tasks can be linked with Objectives to create alignment between short and long-term goals! To link a priority to an objective, just click on the ‘chain’ icon next to the priority and select the objective you want to link with.

Research-Backed Pro Tip:

Research shows that employees should prioritize and select a few activities to focus on and then focus on intensely on those areas in other words “do less and obsess”.



Create QBR Training Deck



Create & send CSAT survey



Run brainstorming session on customer churn

[Add a new priority](#)

Priorities for next week

Add a new priority...

[Add a new priority](#)



Mark Priorities from your past 15Five as complete

Use this section as a to-do list each week. Here, you can mark priorities as complete, move them to the following week for completion, or leave them unchecked to indicate they were not completed.

TIP:

If you don't complete one of your priorities, leave a comment on it to add context for your manager! Comments are a great way to show where you ended the week in terms of progress.

Priorities

Check off your current priorities

Set up 10 calls with 10 VPs

Engage with 100 people on LinkedIn

Analyze lost deals report in Salesforce

[Add a new priority](#)

Create priorities for your next check-in

Set up 10 calls with 10 VPs

[Add a new priority](#)







Add a new Priority

In this space you can add additional accomplishments where you can list the things you're proud of finishing, but hadn't planned for. Simply click "Add a new priority".

Seeing past priorities on your check-in? If you don't submit one of your 15Five check-ins, any changes made to the priorities on that check-in won't be reflected on future 15Fives. So if you notice that priorities you made weeks ago are appearing on your current check-in, [try going to your past 15Fives page](#) and submitting any 15Fives that show up as "unsubmitted".



Priority Section Icon Index

-  When you finish a task, click the circle to the left of the priority to mark it as complete. Once you click the circle, it will turn green.
-  If you don't get around to completing a priority, leave it in a gray state and it will appear as "incomplete" on your submitted 15Five.
-  If you are viewing a previously submitted 15Five, you may see an 'x' symbol next to some of your priorities. The 'x' means the priority was left in an incomplete/gray state when that 15Five was submitted.
-  If you need more time to complete a priority, you can copy the unfinished priority/priorities onto your next report by clicking the 'cycle' icon next to that priority.
-  In the Priorities section of your 15Five you make comments, @mention your team, and have conversations about your goals -- just the same as any other question in 15Five.
-  Align your short-term and long-term goals by using the 'chain' icon to link upcoming priorities with objectives.

