



RESOURCE SERIES
CLARITY TOOLS

Business Priority Filter

Lead with intention.
Protect your focus.
Build healthy margin.

A Practical Decision-Making Tool for Business Owners and Leaders



*Not every opportunity requires a
“yes.”*

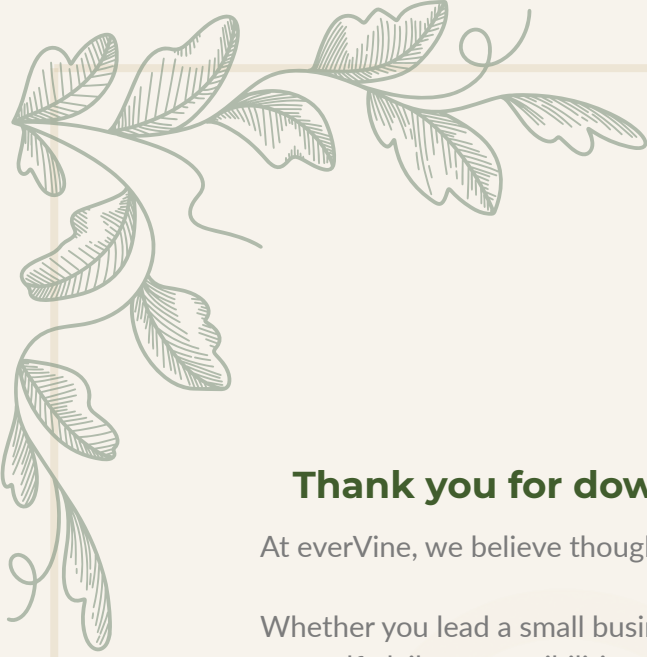
everVine

Administrative & Operations Support for
Businesses & Entrepreneurs

evrvine.com

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Thank you for downloading this everVine Clarity Tool.

At everVine, we believe thoughtful systems create space for meaningful work.

Whether you lead a small business, manage a growing team, or wear every hat yourself, daily responsibilities can quickly consume the time and energy needed to serve clients, strengthen your business, and plan for sustainable growth.

Our hope is that this resource provides practical guidance, encourages intentional decision-making, and equips you to evaluate opportunities with confidence.

Every business is different, and every season brings new priorities. We hope this resource offers clarity, organization, and a practical framework for protecting your time and focusing on what matters most.

Our Mission

Helping business owners steward their time, systems, and resources so they have more margin to lead, grow, and serve well.

everVine partners with business owners, entrepreneurs, and growing organizations to provide administrative, operational, and organizational support that creates healthier systems and stronger businesses.

From executive assistance and operations management to project coordination, systems development, and business organization, our goal is simple:

To help businesses thrive through thoughtful support behind the scenes.





WHY THIS MATTERS

Healthy Businesses Require Intentional Priorities

Every week, business owners are presented with countless requests, opportunities, client needs, and new ideas.



Client
Request



Project



Opportunity



Deadline

Many of these opportunities are valuable. Some require immediate attention. Others can wait. A few quietly pull time, energy, and focus away from the work that creates lasting growth.

Without a thoughtful decision-making process, every request begins to feel equally important. Urgent work replaces strategic work. Long-term planning is postponed. The responsibilities that grow a healthy business often become the first tasks sacrificed to the next interruption.

Healthy businesses require more than hard work. They require intentional leadership and thoughtful decisions. Learning to pause, evaluate opportunities, and respond with purpose helps business owners protect their time, energy, and long-term vision.

This resource provides a simple framework to help you evaluate business requests, opportunities, and responsibilities before automatically saying "yes."



A BUSINESS REMINDER



Not every opportunity deserves your attention.

Healthy business owners intentionally choose where to invest their time, energy, and expertise.

CLARITY



STEWARDSHIP



HEALTHY BUSINESS

Put the Filter Into Practice



Use this filter to thoughtfully evaluate every request, opportunity, or responsibility before automatically saying “yes.”



OPPORTUNITY/REQUEST



ASK YOURSELF

1

Does this support my business goals?
Does this align with my current priorities
and long-term vision?

2

Is this the best use of my time?
Would my time create the greatest value
here?

3

Am I the right person?
Could this be delegated, automated, or
postponed?

4

Is this urgent or simply important?
Does this require immediate attention, or
can it be scheduled?

5

What happens if this waits?
Will delaying this create a real problem or
simply provide time for a better decision?



REFLECTION NOTES

What helped guide this decision?



MY DECISION



YES

This supports my business
priorities.



NOT RIGHT NOW

The timing is not right.



DELEGATE

Someone else can successfully own
this.



DECLINE

This does not support my current
priorities.



NEXT STEP



LEADERSHIP REMINDER

*Protecting your priorities
today creates capacity for
tomorrow.*



Ready to Talk?

Whether you are exploring ways to improve your operations or ready to build stronger systems, we would be honored to help.

Schedule a complimentary Discovery Conversation



evrvine.com



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Helping businesses steward their time, systems, and resources so they can focus on sustainable growth.

Explore More Business Clarity Tools

You might be surprised how many administrative responsibilities can be handled virtually.

Continue strengthening your business with these Business Clarity Tools:

- Business Operations Health Assessment
- Business Delegation & Decision Matrix
- Client Communication Tracker
- Daily Priority Planner

Available at:

evrvine.com/clarity-tools

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