Priority matrix

|  |  |
| --- | --- |
| **1. Urgent and important – do first**  e.g.   * assignment due very soon * looming exams * emergencies | **2. Not urgent but important – schedule and do them.**  e.g.   * reviewing lecture notes * planned study * exercise and wellbeing |
| **3. Urgent but not important – cut down/pass to someone else**  e.g.   * some emails and phone calls * requests/invitations from friends * online food shopping | **4. Not urgent or important - avoid**  e.g.   * social networking * television * surfing the internet |

**important = essential for you to succeed at university**

**urgent = asking for your attention right now!**

Blank priority matrix

|  |  |
| --- | --- |
| **1. Urgent and important – do first** | **2. Not urgent but important – schedule and do them.** |
| **3. Urgent but not important – cut down/pass to someone else** | **4. Not urgent or important - avoid** |

Add tasks and cross off when done. You could laminate this and use a dry wipe pen, then rub out tasks and use again.