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.