

# Prioritising Your Time

Apart from making a study plan, there are other things you can consider which will help you prioritise your time better.

Be organised: keep books, notes and resources in a safe and tidy place. If your notes are not in order, take some time to organise them into a logical order which will help when it comes to completing assignments or revising for exams.

Use mind maps for note-taking in lectures and seminars and within your own assignment planning too. These will take less time to write and also less time to understand once you revisit them (rather than writing what your tutors say word for word).

Keep your files tidy, both the paper variety and those stored online.

Bookmark important sites or those you know you will need to refer to in assignments. Create a favourite's folder for each new assignment, this will make compiling your reference list so much easier.

## How Do You Prioritise Your Tasks?

Using the Priority Graph Template, think of tasks you need to complete over the next couple of weeks. In which box would you place them on the priority graph? The diagram below gives an idea as to where they may best fit.

Not all tasks need to be completed quickly or with fine detail. The key to prioritising your tasks is to work out what needs completing when and how much time/effort will be needed to complete the task adequately.

Tasks that fall within the Urgent and Important box should always be completed first.

We can fool ourselves into thinking we are completing tasks that need doing, when they may simply be easy gains that we can tick off quickly. This can be a form of procrastination, as the most difficult tasks that may take longer would be better dealt with first.

*(Priority Graph also known as the Eisenhower Matrix)*

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