

Organise Your Tasks: Prioritise

Think about some of the tasks you need to complete over the next few weeks, these could be for university, work or social.

Which box would you list your tasks in? Why have you listed them here?

Urgent

Not Urgent

Important

A large, rounded square box with a light red/pink fill and a dark grey border, representing the 'Urgent and Important' quadrant.A large, rounded square box with a light blue fill and a dark grey border, representing the 'Not Urgent and Important' quadrant.

Not Important

A large, rounded square box with a light blue/cyan fill and a dark grey border, representing the 'Urgent and Not Important' quadrant.A large, rounded square box with a light yellow fill and a dark grey border, representing the 'Not Urgent and Not Important' quadrant.