

Time Management: Prioritizing

	Urgent	Not Urgent
Important	<p>I.</p> <p>Looming assignment deadlines Crises Cramming for exams Emergencies Last minute preparations</p>	<p>II.</p> <p>Reading lecture notes Personal development Planned study Exercise and health Planning your time/setting goals</p>
Not Important	<p>III.</p> <p>Some emails and phone calls Many interruptions Some popular activities Some meetings</p>	<p>IV.</p> <p>Trivia Some phone calls Watching television Facebook/Twitter/YouTube Time Wasters</p>

Is the task important?

- Those things essential for achieving success in your student life
- Ex: spending time studying and working towards a career, maintaining and enhancing your health, or sharing time with family and friends.
- Activities that are important are those that contribute to your vision and goals
- Exist in quadrants 1 and 2 of the matrix
- Unimportant tasks are such things as spending time online, watching TV or taking unimportant phone calls
- Focusing on these tasks at the expense of more important task – which can lead to feeling a lack of purpose as you are not moving towards your goals
- Exist in quadrants 3 and 4

Is the task urgent?

- Urgent tasks are those 'must do' tasks that require immediate attention!
- They may be cramming for an exam or making a deadline for an assignment
 - o Exist in quadrants 1 and 3
- Less urgent tasks are those immediate and usually less stressful ones and may include TV, responding to some emails, or planning your time
 - o Exist in quadrants 2 and 4

***** The more time you spend in quadrant 2, the more effective and less stressed you are *****

***** The more time you spend in quadrant 1, the more stressed you are *****