



# Time and Priority Management

**The Goal:** It's easy to get overwhelmed as a student with all the things that can attract your attention (everything from homework and clubs to Internet videos about cats and Corgis). This exercise will give you a tangible tool to help you articulate your priorities.

**Part 1:** Read over the priority matrix image. Tasks with different levels of importance are sorted into four quadrants, corresponding to the degree of priority.

**Part 2:** Create a priority matrix for yourself. It can be a priority matrix for everything going on that day, everything going on in a project, a homework priority matrix, or something else that would be useful to you.

	<b>URGENCY</b>		
	High		Low
<b>IMPORTANCE</b>	<b>1</b> Urgent <b>and</b> important  Do it now	<b>2</b> Important <b>not</b> urgent  Decide when to do it	
	<b>4</b> Urgent <b>not</b> important  Delegate it	<b>3</b> <b>Not</b> important <b>not</b> urgent  Dump it	
	Low		

**Note:** This is a great way to organize what is going on in your mind. By actively prioritizing and ranking things in their lives, you can get a better feel of what is important right now and where you need to focus your attention.

Consider using priority matrices during high-intensity and busy times throughout the year and as a tool to organize yourself.