Time Management: Prioritizing

**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 tasks – 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
  - 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
  - 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 ***