

Three Ways To Think About Prioritization

A. URGENCY VS. IMPORTANCE

Consider the importance (or "weight") of the items on your list, and the urgency "when is it due?"

	Urgent	Not Urgent
Important	Quadrant 1: Crisis Type Situation - Important and have a clear, impending deadline. - Ex: Term paper due tomorrow, financial aid deadlines.	Quadrant 2: Situations with no Impending Deadlines. - Impactful work with minimal stress. - Term paper due in 5 weeks, making plans to go on trip, etc.
Not Important	Quadrant 3: Not that important but needs thought soon. - Urgency comes from someone else requesting your time (friend or boss). - phone calls, text messages, emails, social invitations.	Quadrant 4: Not important, nor need thought soon. - Ex: Time wasters, busy work, TV, social media, browsing Internet.

B. THE ABC METHOD (ALAN LAKEIN)

"A" Status Items — "Must Do"	High priority, very important, critical items, with close deadlines or high level importance to them.
"B" Status Items— "Should Do"	Medium priority, quite important over time , not as critical as "A" items, but still important to spend time doing.
"C" Status Items— "Nice To Do"	Low priority at this time, low consequences if left undone at this moment.

C. OTHER CONSIDERATIONS . . .

- **What can I do where I am?** (*Think about location. What can you do where you are now? Sometimes we have unexpected pockets of time. How can you use them to your advantage?*)
- **How much time do I have to do something else?** (*Be realistic about what can be done. Your to-do list might shift based on how much time you have available.*)
- **How much energy & focus do I have?** (*What can you realistically take on right now?*)
- **What has the highest payoff for me to do it?** (*Yet another way to think about importance, weight, or priorities.*)

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PRIORITIZATION

STAY PRODUCTIVE

Grouping Your Tasks!

Take some time to set some goals, identify tasks, and think about how urgency and importance factor into a schedule. Use this to build a weekly schedule for yourself using the table below.

No matter how you build your schedule, be:

- **realistic** - everyone needs some downtime.
- **flexible** - sometimes things happen beyond your control.
- **human** - include time for errands and other personal things.
- **clear** - set clear start and stop times.

When you build your schedule it's a mistake to write in all of your small tasks first. Typically this doesn't allow for enough time to get the big, really important tasks onto your schedule. Instead, schedule time-sensitive and important tasks first, medium-importance tasks second, and, finally, the small stuff can fit around everything else.

TRY IT OUT!

	Urgent	Not Urgent
Important		
Not Important		

STAY PRODUCTIVE ↑ PRIORITIZATION

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