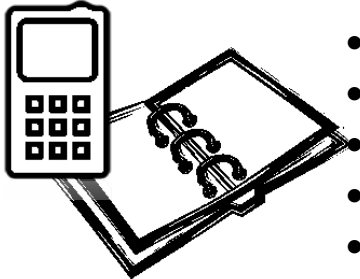
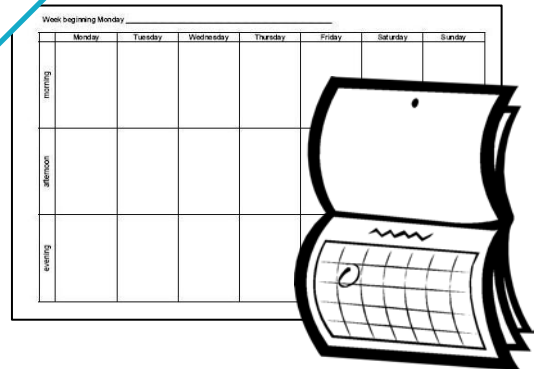


# Ways to prioritise: 1

Know what you have to do and when



- Diaries
- Calendars
- Wall planners
- Week planners
- Organisers
- Timetables



You can use paper or electronic versions or a combination

Put key things on sticky notes or cards

Move them around to get an order

Use a table or a wall

Group together

Colour code

Stick in a notebook

Revise regularly

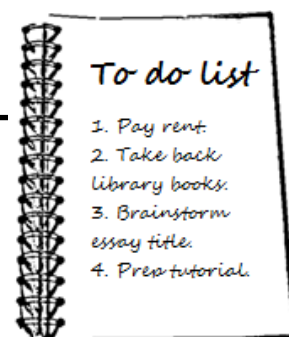
## To do or not to do?

Some people like to make 'to do' lists and get great satisfaction from crossing off tasks as they are done.

Some end up with a list that's too long and becomes intimidating.

Try and keep 'to do' lists short term – to be done today or during one week.

List only the things that are urgent or important.

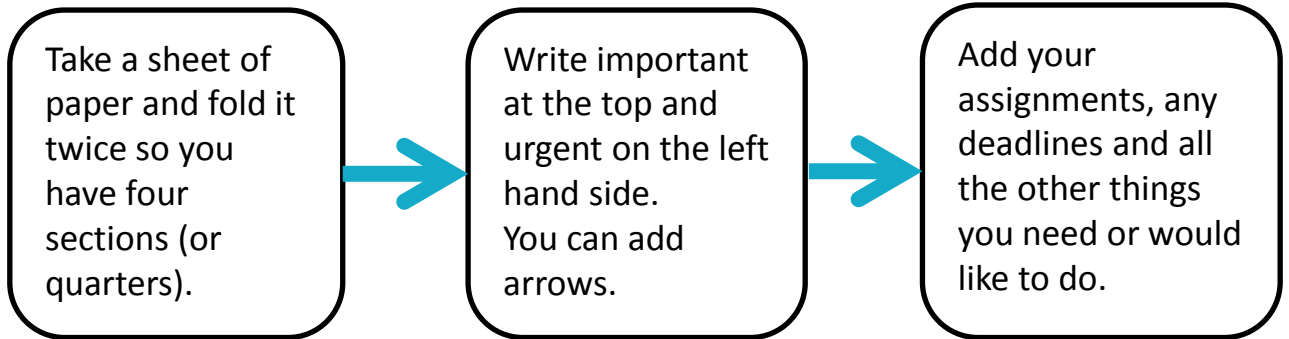
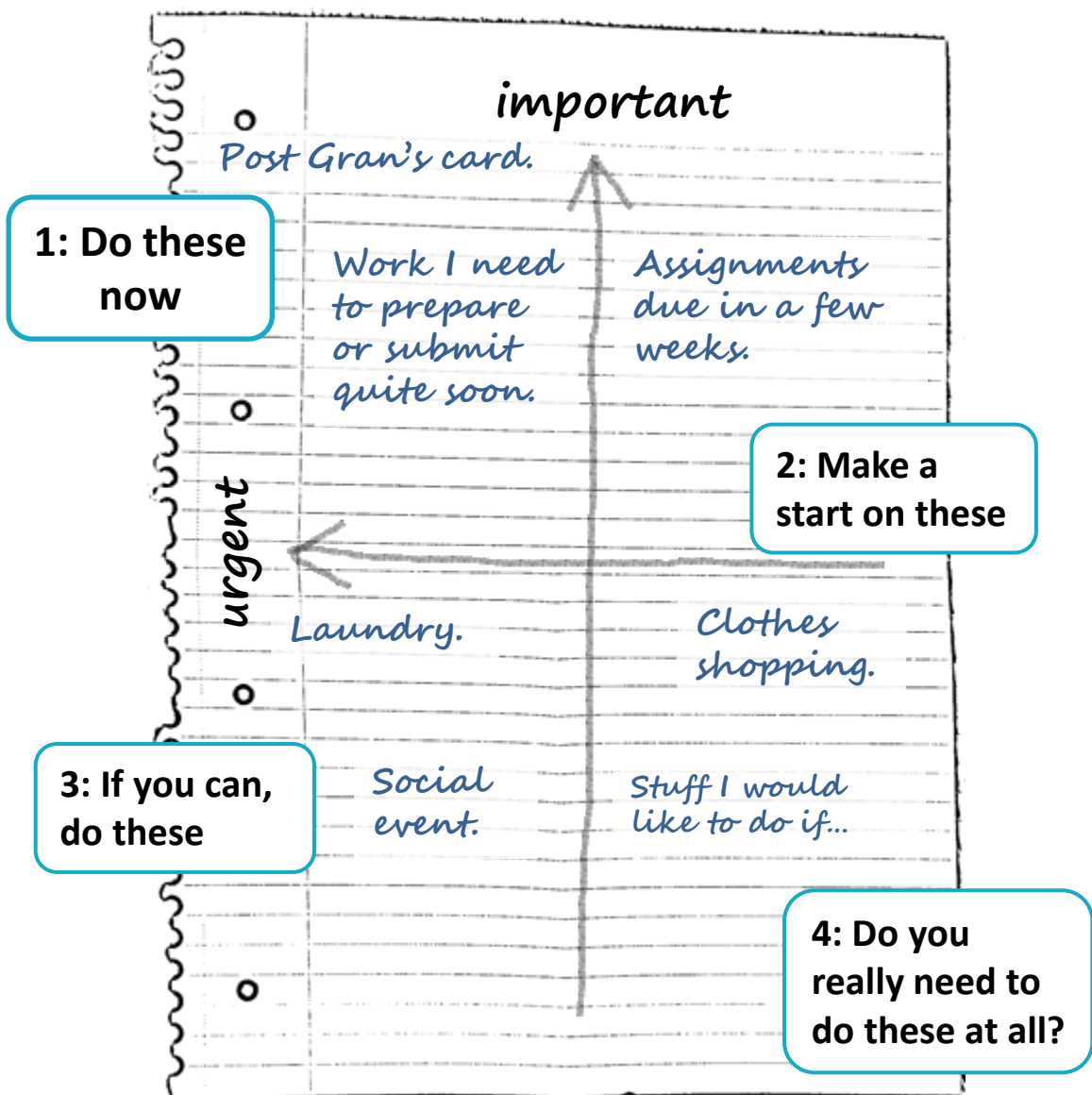


### Try using:

- Sticky e-notes on your PC screen.
- Your mobile phone.
- A note book.
- A diary or planner.

# Ways to prioritise: 2

Sort out what's urgent and what's important:

Think carefully about anything you have listed in the bottom right hand corner of the paper. Be prepared to bin some things or leave them for holiday periods. Sometimes we can't do everything.

