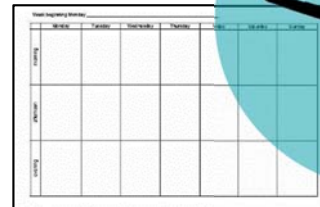


Ways to prioritise: 1

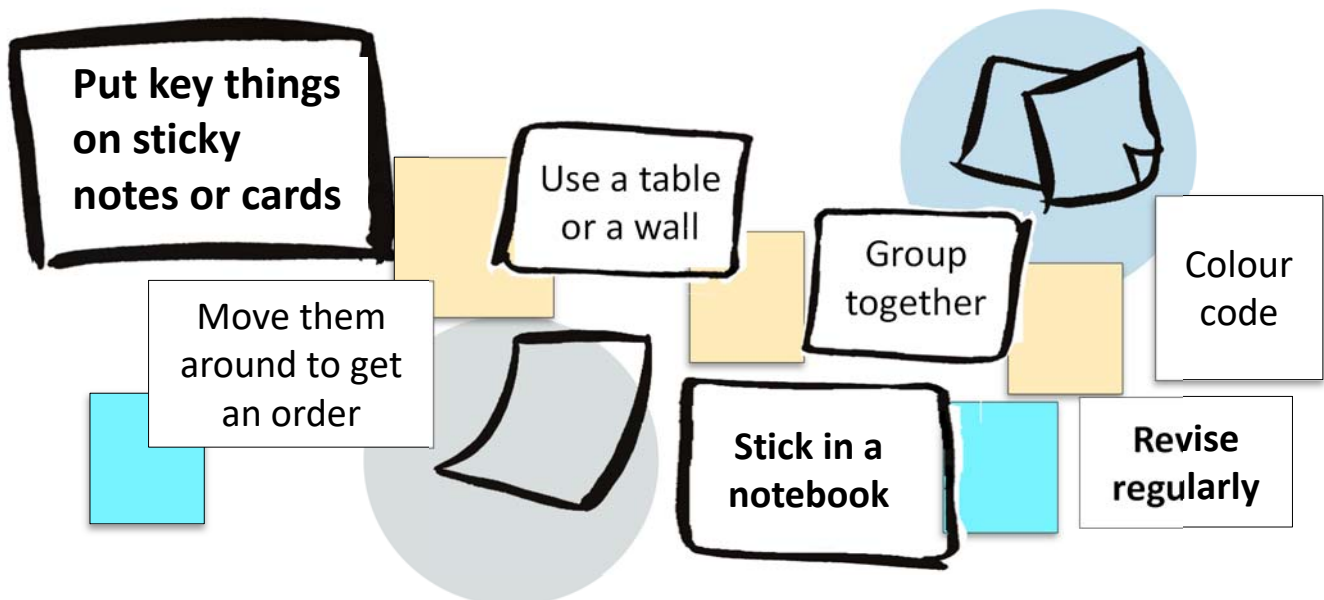
Know what you have to do and when



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



You can use paper or electronic versions or a combination.



To do or not to do?

Some people like to make 'to do' lists and get satisfaction from crossing off tasks. 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.
- ✓ Make a have done list – you may be achieving more than you realise.

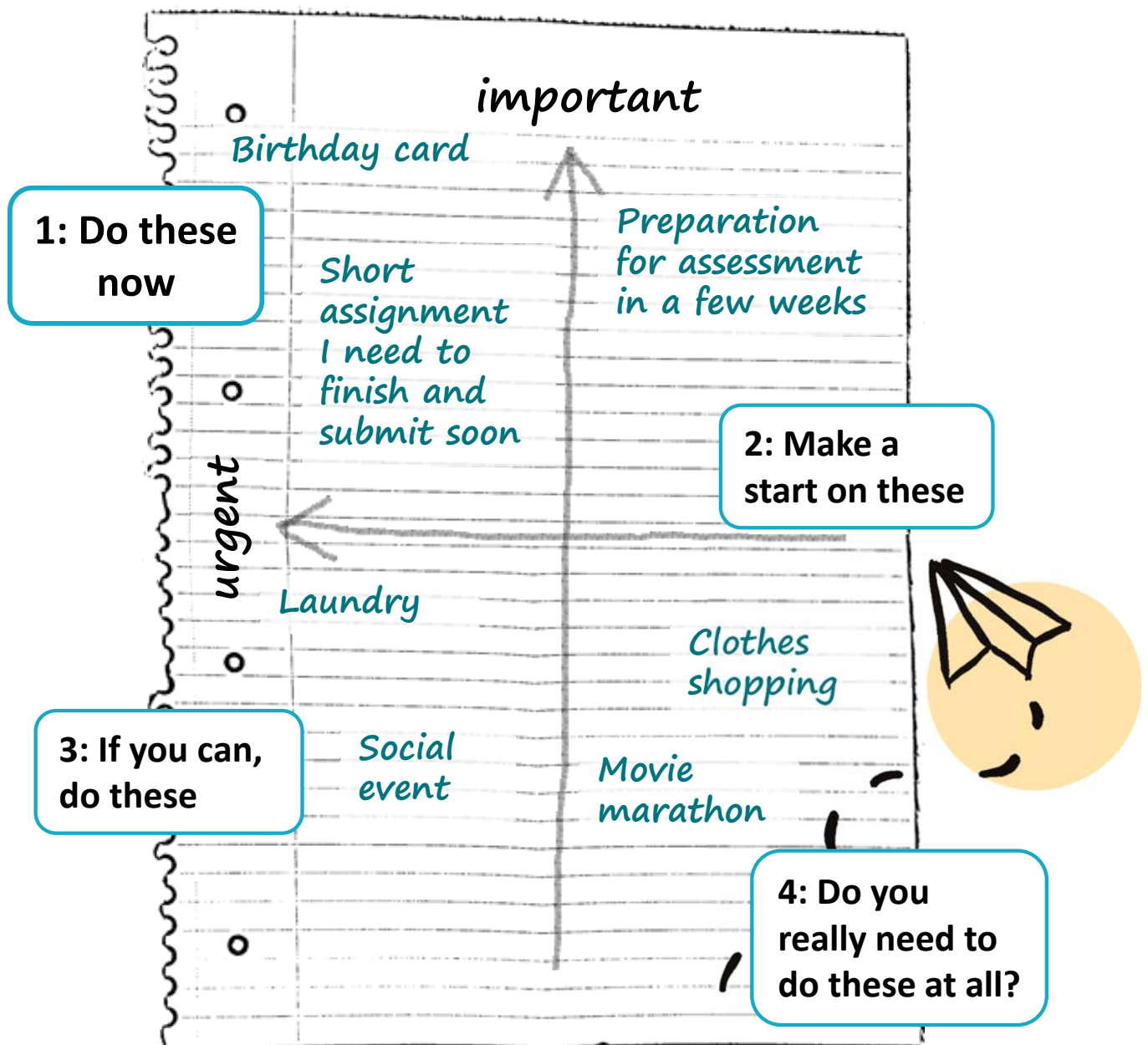
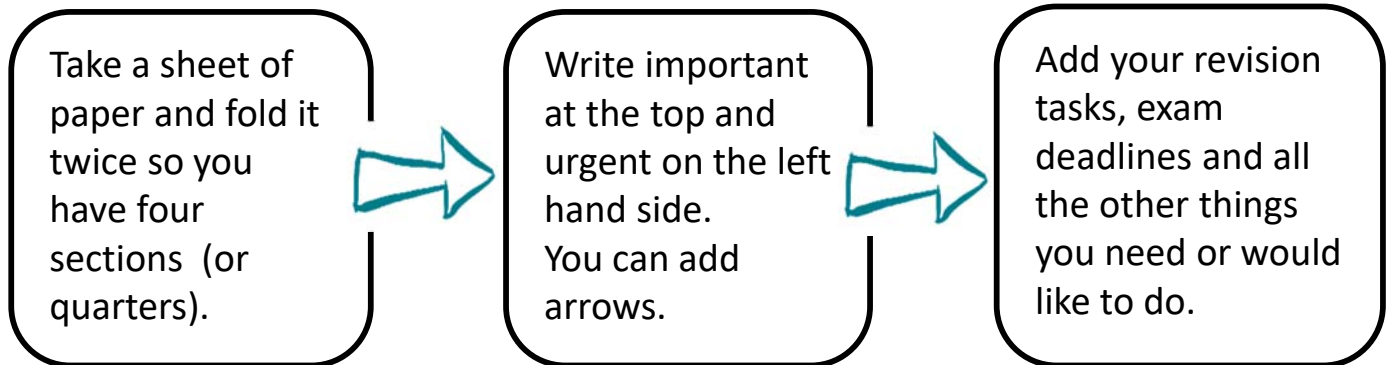


Try using:

- Sticky e-notes on your laptop screen or tablet.
- 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.