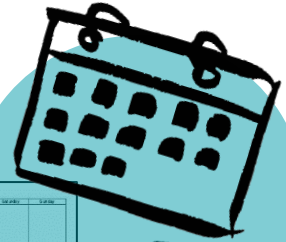
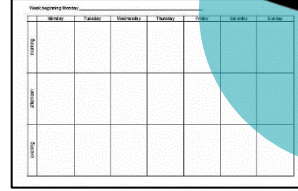


Ways to prioritise: 1

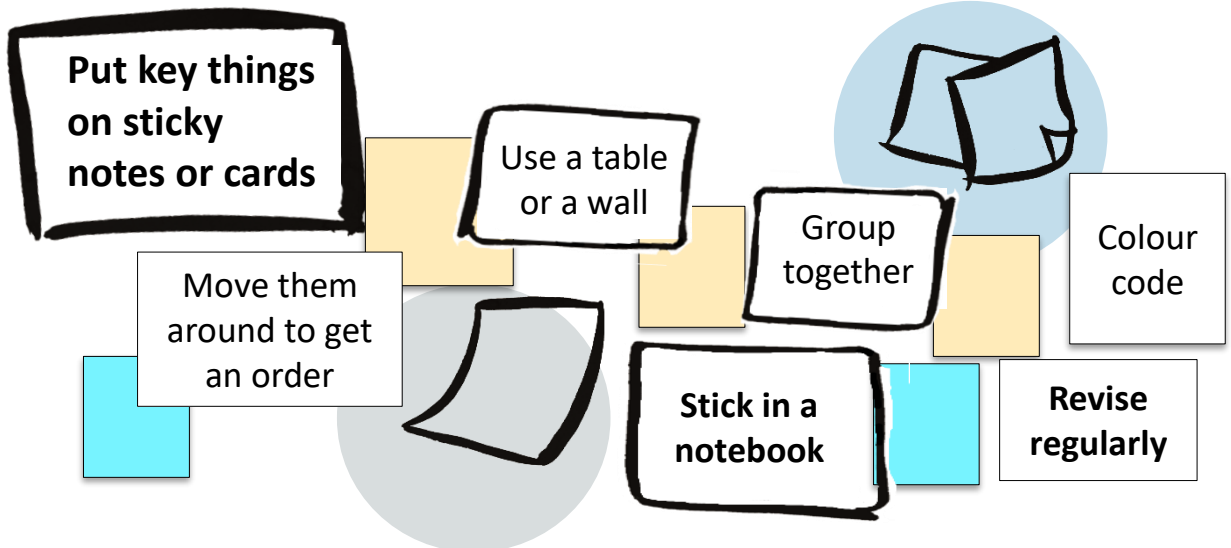
Know what you have to do and when



- 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 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 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:

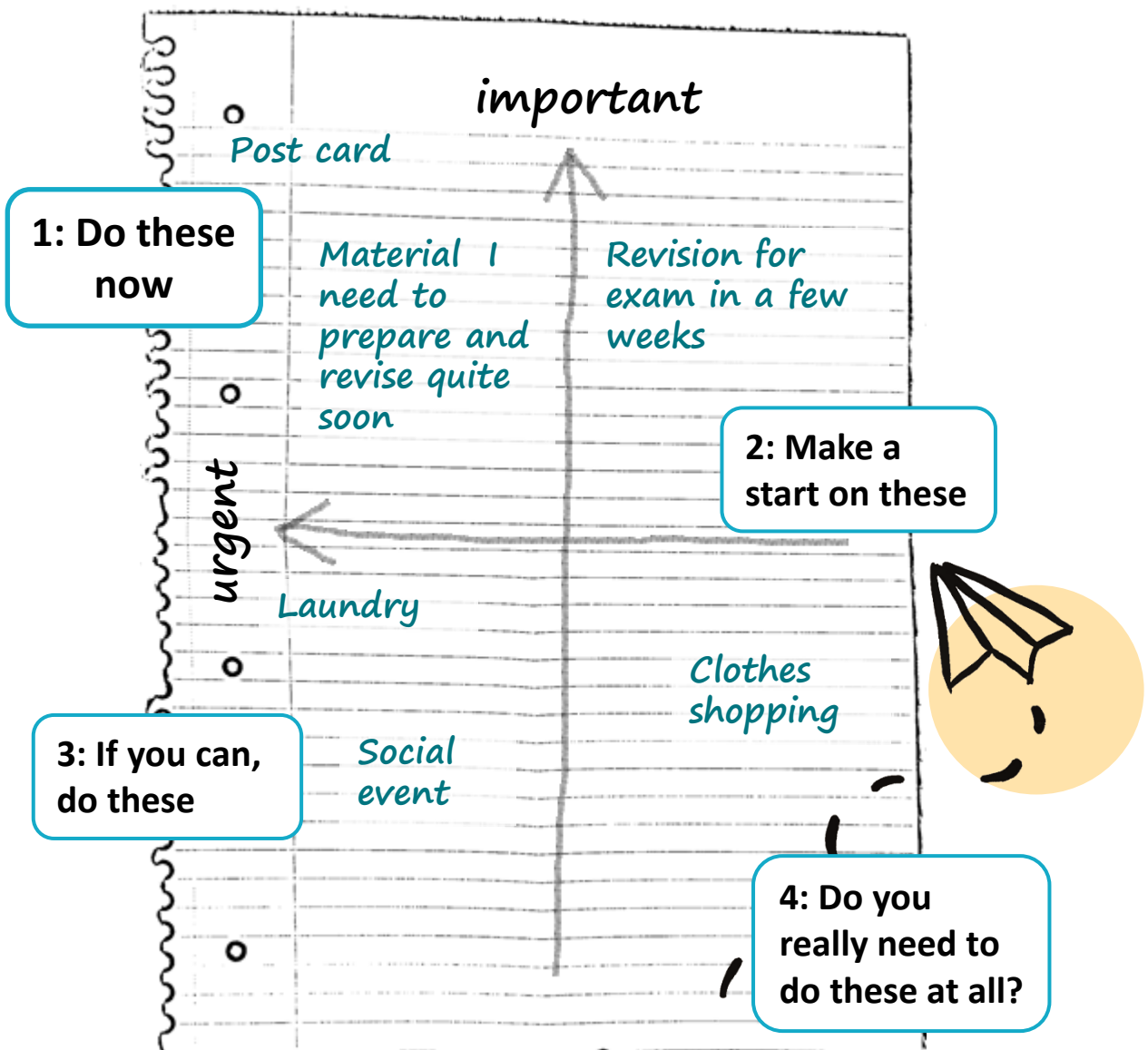
Take a sheet of paper and fold it twice so you have four sections (or quarters).



Write important at the top and urgent on the left hand side. You can add arrows.



Add your revision tasks, exam deadlines and all the other things you need or would like to do.



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.