

PRIORITIES



QUICK EXPLANATION

Prioritising tasks is a skill that everyone will need in their day-to-day life, but it is something that can be difficult for people who have competing demands. Prioritising tasks can help with time management and organisation, which can positively impact wellbeing and academic studies.

This task gives some simple tips about how to better prioritise.



AIM

To help you if you are struggling to prioritise tasks and feeling overwhelmed.



INSTRUCTIONS

Work through the four boxes in the worksheet below. This can be especially useful if you have a few deadlines and other responsibilities competing for attention.

1. Your current ongoing tasks can be grouped into four categories; 1) Do now 2) Do next 3) Do last and 4) Do never.
2. Take time to go through all the tasks you have on your current 'to do list' and place them into the boxes.
3. You could also use wellbeing activity 'Goal Setting', especially if there are multiple tasks to complete in the 'Do now' category.



RESOURCES

Worksheet.

WORKSHEET: PRIORITISING TASKS

DO NOW	DO LAST
E.g. assignment due in 4 days	E.g. writing a CV
DO LAST	DO NEVER: OR AT LEAST UNTIL OTHER TASKS ARE DONE
E.g. spending time with friends	E.g. cleaning the oven

If there are multiple tasks in the 'Do now' category as the tasks are urgent and important, this is when time management skills are important. Scheduling in tasks and using time wisely is useful. Break down each task into small achievable tasks and take one step at a time rather than getting overwhelmed.