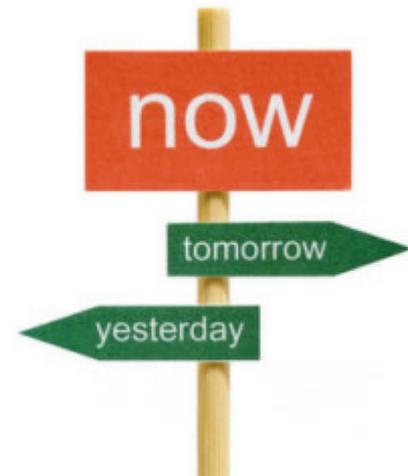




Prioritising Tasks

What does 'Prioritise' mean?

- Put things into a list in order of importance.
- Decide on what you are going to do first, next, and last etc.
- You can prioritise in two ways –
 - By time
 - By importance



Start with a master list.

- Write down every single task that you need to accomplish.
- Don't rank the items at this point.
- Be sure to include everything!



Determine the top priority 'A' tasks

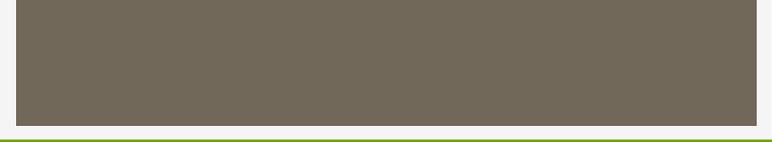
- A-Level tasks are things that you have to do today otherwise you will be in a lot of trouble.
- If there are consequences for not doing things, it makes them more urgent so you are more likely to get them done.
- If you have a piece of coursework due in today, that task definitely hits the A-list!

Categorise the rest of the tasks.

- Use these categories:
 - B tasks: Activities that you should do today or you may get into a bit of trouble.
 - C tasks: Activities that have no consequences if not completed today.
 - D tasks: D is for delegate. These are things that someone else can do for you.
 - E tasks: E is for eliminate. These are tasks that you could get rid of.

Rank the tasks within each category.

- If your list has six A items, four B items, three C items, and two D items, your six A tasks obviously move to the top of the list, but now you have to prioritise these six items in order: A-1, A-2, A-3, and so forth.



Repeat this process each day.

- Some of the Bs will move up, but others will stay in the B category. Some of the Cs may leapfrog the Bs and become the highest priority As.