|  |  |
| --- | --- |
| * Essay deadlines
* Exams
* Required reading (seminars etc.)
* Attending classes

Address these immediately. | * Reviewing notes and seminar readings
* Asking for feedback
* Extra study skills support (like MLE workshops!)
* Leisure time
* Wellbeing – diet and exercise
* Organising/paying bills

Make sure you have time for these! |
| * Non-essential grocery shopping
* Instant messages from a friend
* Laundry

Try to avoid these when you have urgent/important tasks by cutting them as short as possible or getting others to help you. | * Organising stationery
* Playing mobile games
* Refreshing Facebook/Twitter

These should be your very last priority.  |

**Not Urgent**

**Not Important**

**Important**

**Urgent/Important Matrix**

**Urgent**