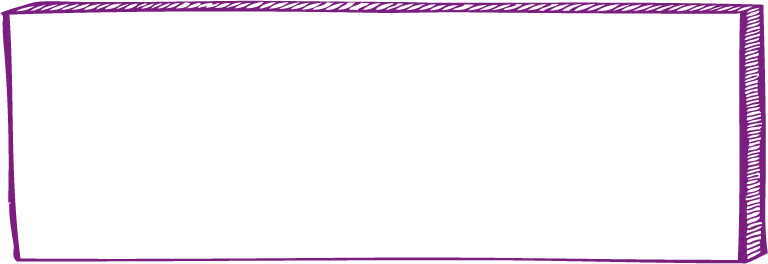
|  |  |
| --- | --- |
| * Essay deadlines * Exams * Required reading (seminars etc.) * Attending classes   Address these immediately. | * Reviewing notes and seminar readings * Asking for feedback * Extra study skills support (like MLE workshops!) * Leisure time * Wellbeing – diet and exercise * Organising/paying 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**