### Time management using a priority square

<table>
<thead>
<tr>
<th>Urgent</th>
<th>Non urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td>Not important</td>
</tr>
</tbody>
</table>

Enlarge the priority square to A3 size or draw one out on a white board.

Write down each task on a small post-it note and place it on the square in the appropriate square.

Decide whether a task is important and urgent (the assignment for the coming week) or just important (renewing your insurance) or urgent but not that important.

You can move the post-it notes around as the priorities change.

Why not colour-code your tasks for each module?

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[u](http://www.nottingham.ac.uk/StudentServices/Supportforyourstudies/AcademicSupport/StudyResources/index.aspx)