



STUDY SKILLS

Prioritising activity

The Time Management Grid focuses on two main factors relating to time management: **urgency** and **importance**.

The left hand side of the grid is for the very urgent tasks, the right hand side is for less urgent tasks. The top of the grid is for very important tasks, and the bottom is for less important tasks.

Using the matrix below, fill it in by prioritising all the tasks that you have coming up over the next two weeks.

<p>Quadrant 1 Urgent and Important</p>	<p>Quadrant 2 Important but Not Urgent</p>
<p>Quadrant 3 Urgent but Not Important</p>	<p>Quadrant 4 Neither Urgent nor Important</p>



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