PRIORITISING STUDY TASKS

MAKE SOME LISTS!

When you are doing a course of study, life becomes a series of deadlines. There will be:

- longer term deadlines, such as the dates assignments have to be handed in – often at the end of a semester

- medium term deadlines, such as preparing for a seminar, or handing in a draft of an assignment

- short term deadlines, such as reading for next week's lecture or going to the library to do some research for your assignment.

It is a good idea to make lists of these deadlines, so you have them all in one place. Your list can be in any format; for example, on post it notes; in a diary; on a wall planner; or just on a sheet of paper stuck on the wall.

WHAT'S IMPORTANT AND WHAT'S URGENT?

Once you have made lists of the study tasks you need to do, you can prioritise them.

Take into account:

- deadlines
- what your tutor or supervisor has told you to do
- which pieces of work are assessed
- how difficult or easy you find the task
- how interesting or boring you find the task.

Your prioritisation will be according to whether the task is important or urgent:

If it is urgent and important - do it now

If it is urgent but not important – do it if you can

If it is important but not urgent – start it before it becomes urgent

If it is not important and not urgent – don't do it, at least at the moment.