


# Time management: Prioritizing your tasks

*Having trouble deciding what to work on first when it comes to a long list of tasks? Use this toolkit to receive guidance on how to decide what you should prioritize.*


Order your to-do list according to importance and urgency. Tasks that are high in both importance and urgency (ex: studying for a test that is tomorrow) should be top priority.

Next, focus on items that are either high urgency or high importance, but not both. For example, this could be studying for a test you have next week (high importance, low urgency) or completing a reading for tomorrow (low importance, high urgency).


Leave the tasks with low urgency and low importance at the bottom of your list (ex: reading for a class that is due next week).

 **High importance, high urgency**

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○ .....  
○ .....

 **High importance, low urgency**  
**High urgency, low importance**

○ .....  
○ .....  
○ .....  
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 **Low importance, low urgency**

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★ *Tip: It can be helpful to write out all the tasks you have first, and then order them according to importance and urgency. Use the space below to brainstorm all of your tasks before you order them:*

*My commitment is...*