UW flexible option
UNIVERSITY OF WISCONSIN SYSTEM

Understanding How to Set Your Priorities:
A daily time management resource

1) Create a list of every task you need to accomplish for the day (work, personal, school)

2) Then categorize each task according to its URGENCY and IMPORTANCE

   Urgency: How time sensitive is the task?

   Importance: What is the task's value to you?

	Urgent	**Not Urgent**
Important		
Not Important		

3) Now that you know which tasks are the most important and urgent, you can schedule your calendar accordingly.

Tips:

- Focus your time on the important/urgent tasks, but don't spend all of your time on these, as these tasks can cause your day to become stressful.

- Be sure to sprinkle in some important/not urgent tasks, as these ones can represent things you most care about (think of your hobbies).

- If possible, spread urgent/important items throughout the day.

- Use more enjoyable tasks as a reward for completing more difficult/less interesting tasks.

- Questions to ponder:

    - Of the urgent/important tasks, are they urgent today?

    - About how much time is estimated to complete each urgent/important task?