

Urgent & Important

Do these activities first as they are important and need immediate attention. Examples may include:

- Attending a PAT Meeting
- Completing your final draft for your submission due next week
- Organising your final group presentation practice meet

Not Urgent & Important

These activities may be important, but you may be able to tackle them later in the week. Examples may include:

- Revising for an exam in 10 weeks
- Meeting with your housemates for a movie night

Urgent & Not Important

These activities are urgent, so you should take a look at tackling them earlier but you may not want to spend too much time on them. Where you can, try asking for some help. For example:

- Cleaning the kitchen
- Collecting tomorrow's movie night snacks

Not Urgent & Not Important

As these activities are not urgent or important, you should try eliminating these from your schedule. Examples often include procrastinating, such as :

- Spending an extra hour on your XBOX to get the extra achievement
- Googling memes from your favourite TV show