



## How to Prioritize: Make Time Conscious Choices

This document supports making time conscious choices using time management strategies to find balance between academic, personal, and professional responsibilities.

### Brain Dump

Instead of guessing what to do, take 5 to 10 minutes and write a list of academic, personal, and professional tasks as well as note the time each will take to complete.

- Refer to this week’s work schedule, class syllabus, and notes to identify what tasks need to be worked on and how much time is needed

Student brain dump example:

<u>This Week's Tasks</u>
SOC 101 seminar on Thursday at 3:00 pm (90 minutes)
Find sources for essay (2 hours)
Prep for ENG 121 office hours on Tuesday 3:30 pm (30 minutes)
Meet with advisor on Friday at 10:00 am (45 minutes)
Work 11:00 am to 2:00 pm all week (3 hours)
Laundry (60 minutes)
Read chapter 4 due Wednesday (4 hours)
Go to Story Club - Tales of the C Wednesday at 4:00 pm (60 minutes)
Create script for digital story project (60 minutes)
Go to ENG 121 on Tuesday & Thursday at 9:00 am (90 minutes)
Yoga at 5:00 pm (30 minutes)
Review SOC 101 notes (90 minutes)

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### Prioritize

Rearrange and order tasks based on due dates, importance, and the amount of time it will take to complete the task

- Use an ABC prioritization scale to organize what tasks need to be finished now, need attention today, or can wait to be worked on later

A means must do - these tasks are due today or urgent to finish

B means should do - these tasks are due soon or important to continue working on

C means may do - these tasks are due later or optional to work on

D means not yet do -these tasks are postponed or do not need attention today

<u>Monday's Tasks</u>	<u>Monday's Tasks</u>
<b>A</b> Review SOC 101 notes (90 minutes)	<b>A - Must Do</b>
<b>A</b> Work 11:00 am to 2:00 pm all week (3 hours)	<input type="checkbox"/> Review SOC 101 notes
<b>A</b> Yoga at 5:00 pm (30 minutes)	<input type="checkbox"/> Work 11:00 am to 2:00 pm
<b>B</b> Create script for digital story project (60 minutes)	<input type="checkbox"/> Yoga at 5:00 pm
<b>B</b> Prep for ENG 121 office hours on Tuesday 3:30 pm (30 minutes)	<b>B - Should Do</b>
<b>B</b> Read chapter 4 due Wednesday (4 hours)	<input type="checkbox"/> Create script for digital story project
<b>C</b> Find sources for essay (2 hours)	<input type="checkbox"/> Prep material for ENG 121 office hour
<b>C</b> Laundry (60 minutes)	<input type="checkbox"/> Read chapter 4
<b>D</b> Go to ENG 121 on Tuesday & Thursday at 9:00 am (90 minutes)	<b>C - May Do</b>
<b>D</b> Go to Story Club - Tales of the C Wednesday at 4:00 pm (60 minutes)	<input type="checkbox"/> Find sources for essay due in 2 weeks
<b>D</b> Meet with advisor on Friday at 10:00 am (45 minutes)	<input type="checkbox"/> Laundry
<b>D</b> SOC 101 seminar on Thursday at 3:00 pm (90 minutes)	<b>D - Not Yet Do</b>
	<input type="checkbox"/> Go to ENG 121 class
	<input type="checkbox"/> Meet with advisor on Friday
	<input type="checkbox"/> Online seminar Thursday
	<input type="checkbox"/> Story Club -Tales of the C Wednesday

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## Time Block

Blocking time provides a plan to complete tasks on time.

- Allocate time purposefully to block time for must do priorities first
- Schedule commitments like class or work
- Keep in mind schedules are flexible and time is not
- Adjust schedule's priorities for academic, personal, & professional tasks, if needed:

	Monday	Tuesday	Wednesday	Thursday	Friday
	8	9	10	11	12
9a	Review SOC 101 notes	ENG 121	Create script for digital story	ENG 121	
10a					Meeting with advisor
11a	Work	Work	Work	Work	Work
12p					
1p					
2p	Read chapter 4		Laundry		Find sources for essay
3p		Prep for ENG 121 Office Hour		SOC 101 online seminar	
		Office Hours			
4:26p			Story Club - Tales of the C		
5p	Yoga	Read chapter 4			