



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>
A Review SOC 101 notes (90 minutes)	A - Must Do
A Work 11:00 am to 2:00 pm all week (3 hours)	<input type="checkbox"/> Review SOC 101 notes
A Yoga at 5:00 pm (30 minutes)	<input type="checkbox"/> Work 11:00 am to 2:00 pm
B Create script for digital story project (60 minutes)	<input type="checkbox"/> Yoga at 5:00 pm
B Prep for ENG 121 office hours on Tuesday 3:30 pm (30 minutes)	B - Should Do
B Read chapter 4 due Wednesday (4 hours)	<input type="checkbox"/> Create script for digital story project
C Find sources for essay (2 hours)	<input type="checkbox"/> Prep material for ENG 121 office hour
C Laundry (60 minutes)	<input type="checkbox"/> Read chapter 4
D Go to ENG 121 on Tuesday & Thursday at 9:00 am (90 minutes)	C - May Do
D 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
D Meet with advisor on Friday at 10:00 am (45 minutes)	<input type="checkbox"/> Laundry
D SOC 101 seminar on Thursday at 3:00 pm (90 minutes)	D - Not Yet Do
	<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 Office Hours	Read chap	SOC 101 online seminar	
4:26p		Read chapter 4	Story Club - Tales of the C		
5p	Yoga				