



Identifying priorities

Introduction

An important part of studying is being able to identify where your priorities lie. On page 2 there are steps outlining how to priorities planned tasks.

Find out more

Check out the **Time management and organisation** section of the Study Hub: Online.



Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:
lrweb.beds.ac.uk/studyhub



Step 1

Make a list of all of the tasks you need to complete.

Step 2

Rate each task in relation to its urgency and importance. Then add these scores together. List any other considerations for each task that could affect how much of a priority a task should be. It can be useful to put this in a table:

Step 3

I need to do	Task Urgency 4 = very urgent 1 = not urgent	Task Importance 4 = very important 1 = not important	Sum of urgency and importance	Are there other considerations? If yes, what?

Rewrite the list of things to do starting with the task with the highest total score at the top. Then the second highest score, then the third highest score, etc.

Note: *If there are other considerations that make a task more of a priority than its total score suggests bear these in mind and if necessary place that task higher up the list.*

The tasks at the top of the list are your priorities.

Remember

Review your priority list regularly as the urgency and importance of tasks will change over time.

On occasion, you will be faced with unplanned or unexpected tasks. In these instances you may need to change priorities to accommodate.

Worked example

Step1: Tasks to complete

- Research assignment / make notes
- Plan and write assignment
- Finish my presentation

Step 2: Urgency / importance ratings

I need to do	Task Urgency 4 = very urgent 1 = not urgent	Task Importance 4 = very important 1 = not important	Sum of urgency and importance	Are there other considerations? If yes, what?
Research assignment / make notes	3	4	7	What to do if the resources I need are not available?
Plan and write assignment	2	2	4	See above
Finish my presentation	4	4	8	No

Step 3: Priorities

1. Finish my presentation
2. Research assignment / make notes
3. Plan and write assignment