

Prioritization Part 1



The first step to effective prioritization of your responsibilities is to list everything that is approaching in the coming weeks. List out obligations into the three categories below:

Academics

Involvement

Family/Social

Prioritization Part 2

This worksheet is meant to help you weigh "Urgency vs. Importance" (Covey 1987). In the quadrants below, consider the importance (or "weight") of the items on your list of priorities, and the urgency for completion (or "due date").

Urgent

Non-Urgent

Important

Quadrant 1:

Quadrant 2:

Not Important

Quadrant 3:

Quadrant 4:

Quadrant 1:

things due today or tomorrow / emergencies or crises / things that popped up unexpectedly or were procrastinated on

Quadrant 2:

long-term projects / things you can plan ahead or study in advance for / things you can get started early on

Quadrant 3:

interruptions or distractions / fun events that you are interested in / social invitations

Quadrant 4:

time wasters / busy work / social media or internet browsing

Covey recommends we spend most of our time in Quadrants 1 & 2 and as little time as possible in Quadrant 4.