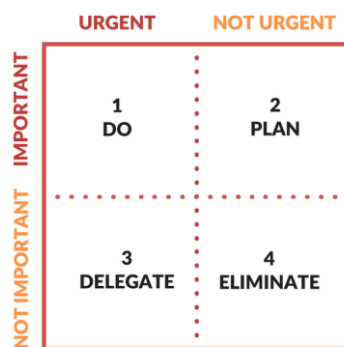


Minimise Study Time
Maximise Scores



The Eisenhower Priority Matrix



The priority matrix is a simple but very effective time management tool that's used to help us prioritise tasks. It uses two criteria - urgency and importance to create four levels of priority.

The 'urgent tasks' are those that need, or seem to need our immediate attention, or must be done immediately, whereas 'non-urgent tasks' are ones that can be done at a later date.

'Important tasks' are usually mission critical and have to be done to ensure the continued operation of a system or the achievement of a goal. Tasks deemed as 'not important' have no positive influence on the operation of a system or the success of a goal.

The first step is to define what time frames 'urgent' and 'not urgent' represent and what tasks are to be classified as 'important'. Where your studies are concerned, we suggest the following:

- Let 'urgent' = Due today or tomorrow.
- Let 'not urgent' = Due in next fortnight.
- Let 'important' tasks count directly to your marks and/or tasks, if ignored, will result in a much greater workload when finally addressed.

Consider the importance or weighting of each task and the urgency (when it is due), and allocate tasks to their most appropriate quadrant. Then reorder tasks within each quadrant in terms of relative urgency and the impact the task will have on our marks.

PTO

Work through the tasks in Quadrants 1 and 2, and ignore, delete or delegate the 'not important' tasks in Quadrants 3 and 4.

Once you have a matrix setup you can quickly assign each new task to where it belongs in the matrix rather than diverting your attention to 'urgent' tasks that aren't important to the achievement of your goals.

Note:

- If time is an issue, complete the tasks that have the greatest payoff (i.e. worth the greatest number of marks for the time and effort invested).
- Plan to spend most of your time in quadrants 1 and 2.
- To make it easier to reprioritise tasks in each quadrant in terms of relative urgency/importance, you may choose to score each task using the product of importance (most important = 5, least important = 1) and urgency (most urgent = 5, least urgent = 1).

For example, if Task 1 is scored as 5 for importance and 3 for urgency, the priority index becomes $5 \times 3 = 15$.

If Task 2 carries an urgency and importance of 4 points each, its priority index ($4 \times 4 = 16$) indicates that we should focus first on this task, followed by Task 1.

When using a priority matrix, you'll not only avoid shifting your focus from what needs to be done, you'll also never underestimate or overestimate the urgency of a task again!

Regards,
TSFX

P.S.

We've provided you with a few different matrices to print or to use directly (the matrices in the WORD document).

THE EISENHOWER PRIORITY MATRIX

		When is this task due?	
		Urgent	Not Urgent
Does this task contribute to my marks?	Important	DO NOW (QUAD OF NECESSITY) (I) Important & Urgent <i>Tasks that count towards your marks or increase workload if not completed & are due by tomorrow</i> Close deadlines (due today or tomorrow) High level of importance (contributes to your marks) Emergencies & crises Last minute changes Last minute preparations	DO ASAP (QUAD OF QUALITY) (II) Important & Not Urgent <i>Tasks that count towards your marks or increase workload if not completed & are due in the next fortnight</i> Getting started early Long-term projects/tasks Preparation & planning Prevention of major problems Studying in advance Thinking & research
	Not Important	DELEGATE DELETE DO THE MINIMUM (QUAD OF DECEPTION) (III) Not Important & Urgent <i>Tasks that don't contribute to your marks and won't increase your study load if ignored, but need to be completed by tomorrow</i> Fun/social events Interruptions & distractions Meeting other people's priorities & expectations Other people's emergencies Unscheduled tasks/visitors	IGNORE (QUAD OF WASTE) (IV) Not Important & Not Urgent <i>Tasks that don't contribute to your marks and won't increase your study load if ignored, and can be done at any stage</i> Computer games & escape activities Over analysis & perfectionism Procrastination activities Social media & web browsing Time wasters Emails, texts, calls & TV

EISENHOWER PRIORITY MATRIX

1

Important / Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

2

Important / Not Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

3

Not Important / Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

4

Not Important / Not Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

HSC STUDENT ACTIVITIES & QUADRANT ALLOCATIONS

Task	Due	Important Urgent	Important Not Urgent	Not Important Urgent	Not Important Not Urgent
General Homework (Difficult Topic)	Next Day	✓			
General Homework (Easy Topic)	Next Day		✓		
Essay/Assignment (Counts for Marks)	Next Day	✓			
Essay/Assignment (Counts for Marks)	Next Week		✓		
Internal assessments	Next Day	✓			
Internal assessments	Next Week		✓		
Writing Notes/Summaries	Next Day			✓	
Writing Notes/Summaries	Next Week				✓
Memorising Materials	Next Day	✓			
Memorising Materials	Next Week		✓		
Revising Materials for Test/Exam	Next Day	✓			
Revising Materials for Test/Exam	Next Week		✓		
Working Through Exam Papers	Next Day	✓			
Working Through Exam Papers	Next Week		✓		
Preparing Flashcards			✓		
Getting Ahead		✓	✓		
Private Tuition		✓	✓		
Practise Essays			✓		
Exam Revision Lectures		✓	✓		
Searching for Images					✓
Rewriting Notes Neatly					✓
Reworking Quality Work to Improve Marks					✓
Photocopying/Scanning					✓
Study Groups					✓
Getting Help from a Teacher		✓	✓		
Rereading English Texts			✓		
Reworking Questions from Textbook					✓
Feeling Very Ill		✓			
Finishing an Assessment that's Due		✓			
Friend is Very Ill				✓	
Guests Drop By				✓	
Phone Texts					✓
Facebook					✓
Daydreaming					✓
Going for a Walk			✓		
Family Time			✓		

Where Does My Time Go?

Time Log

How to Find Your Lost Minutes

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity was a Priority 1, 2, 3, or 4. See the chart below.
- Finally, decide which activities deserve more of your time (Priority 1 & 2) and which deserve less (Priority 3 & 4).
- Make plans to spend more of your time tomorrow on Priority 1 & 2 activities.

URGENT IMPORTANT 1	NOT URGENT IMPORTANT 2
URGENT NOT IMPORTANT 3	NOT URGENT NOT IMPORTANT 4

RESULTS

Activities that deserve more time:

Activities that deserve less time:

Plan for tomorrow:

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LIFE EDITOR
sagegrayson.com

TIME	ACTIVITY	PRIORITY
5:00 am		
5:30 am		
6:00 am		
6:30 am		
7:00 am		
7:30 am		
8:00 am		
8:30 am		
9:00 am		
9:30 am		
10:00 am		
10:30 am		
11:00 am		
11:30 am		
12:00 pm		
12:30 pm		
1:00 pm		
1:30 pm		
2:00 pm		
2:30 pm		
3:00 pm		
3:30 pm		
4:00 pm		
4:30 pm		
5:00 pm		
5:30 pm		
6:00 pm		
6:30 pm		
7:00 pm		
7:30 pm		
8:00 pm		
8:30 pm		
9:00 pm		
9:30 pm		
10:00 pm		
10:30 pm		
11:00 pm		
11:30 pm		
12:00 am		
12:30 am		
1:00 am		
1:30 am		
2:00 am		
2:30 am		
3:00 am		
3:30 am		
4:00 pm		
4:30 am		

THE EISENHOWER PRIORITY MATRIX

		When is this task due?	
		Urgent	Not Urgent
Does this task contribute to my marks?	Important	DO NOW (QUAD OF NECESSITY) (I) Important & Urgent	DO ASAP (QUAD OF QUALITY) (II) Important & Not Urgent
	Not Important	DELEGATE DELETE DO THE MINIMUM (QUAD OF DECEPTION) (III) Not Important & Urgent	IGNORE (QUAD OF WASTE) (IV) Not Important & Not Urgent

THE EISENHOWER PRIORITY MATRIX

		When is this task due?	
		Urgent	Not Urgent
Does this task contribute to my marks?	Important	DO NOW (QUAD OF NECESSITY) (I) Important & Urgent	DO ASAP (QUAD OF QUALITY) (II) Important & Not Urgent
	Not Important	DELEGATE DELETE DO THE MINIMUM (QUAD OF DECEPTION) (III) Not Important & Urgent	IGNORE (QUAD OF WASTE) (IV) Not Important & Not Urgent