



# Prioritising your work

With so much going on at university, it can be difficult to fit everything in. To help you manage your time, prioritise tasks by making a priority list.

## Making a priority list

1. Write a to-do list with everything you need to accomplish.
2. Break big tasks (eg. essays) into a series of smaller tasks (eg. write plan, draft introduction etc.)
3. Prioritise your to-do list and decide the order in which you need to complete tasks.
4. Think about what's most urgent (eg. an essay deadline for next week) and what's the most logical order in which to do tasks. It may also help to think about what will motivate you to get work done – do you like to concentrate on one thing at a time, or do you like variety?
5. Work out how long you can spend on each task.
6. Decide what you can delegate to someone else or not do at all.
7. Use a calendar, diary or app to schedule in when you will do each task.

To do	Priority order	How long will it take?	When will I do this?	How long did it take?
<i>Make a plan for my essay</i>	4	1 hour	Thursday PM	3 hours
<i>Finish discussion and conclusion for report</i>	1	2 hours	Monday AM	3 hours
<i>Copy-edit and proofread report</i>	2	2 hours	Wednesday AM	4 hours
<i>Read chapters 4-8 for seminar</i>	3	2 hours	Tuesday AM	3 hours

## Resources

For more help with time management, visit the Skills Hub website or come to a workshop.

[www.sussex.ac.uk/skillshub/prioritising](http://www.sussex.ac.uk/skillshub/prioritising)

# Make your own priority list

To do	Priority order	How long will it take?	When will I do it?	How long did it take?

## Tips

- Notice how long tasks take so you can plan better in the future.
- Set yourself a ‘false’ deadline a week before you have to hand your assignment in.
- Try using task management apps (eg. Todoist, Any.do, Trello) to help you keep track of your list and easily edit and share it.

## Not sure what to prioritise?

If you’re struggling to decide what’s a priority, try rating each task for importance (eg. 10 = unimportant, 1 = essential) and also rate each task for how urgent it is (eg. 10 = no deadline, 1 = deadline next week). Add the numbers together and the tasks with the lowest numbers are most likely to be your priorities.