



# PRIORITIZE!

*"We can do anything, but we can't do everything... at least not at the same time. So think of your priorities not in terms of what activities you do, but when you do them. Timing is everything."*

- Dan Millman

# What's going on?

- Using your planner, jot down all of the things you have due from now until the end of the 3<sup>rd</sup> quarter (tests, quizzes, homework, projects, recitals, concerts, etc.) on the task manager worksheet
- Do you have responsibilities *outside* of school too? Jot those down as well.
- Put due dates in "end time" column
- *\*\*Do not worry about priority and start times right now*

## THINGS TO DO:

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# Getting Productive

- We all like to feel productive. But this often means we do things that are busy rather than effective.
- The result? Nothing really gets done that makes a difference. Genuinely important things get pushed aside until they turn into crises.
- Do you want to reduce stress and feel more on top of things?



# How to stop procrastinating

- <https://www.youtube.com/watch?v=Qvcx7Y4caQE>

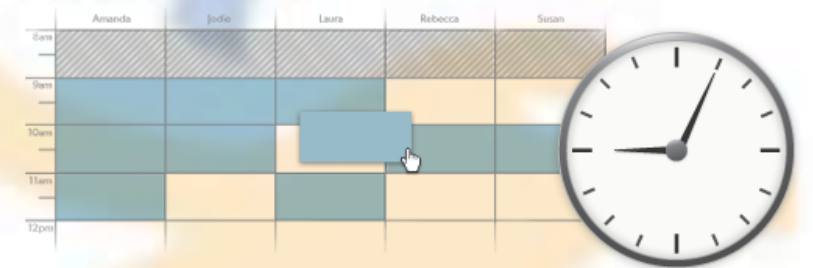
# Identify “Urgent” vs. “Important”

- Everything on your list is important, but it all can't be done at once.
- *Start by prioritizing things that are deadline driven*
- Mark tasks as “urgent” which, if not done in the next day, would have serious negative consequences
- Next, look at what remains and order by which carries the highest value or may take longest to complete



# Projects

- These consist of anything you consider to be more complex or time consuming than a task
- Do one at a time (as far as possible)
- Choose a “current project” based on urgency
- Work on it **daily** for as long as you can
- Focus on finishing one project before starting the next



# RECAP

- MAKE A LIST
- MARK "URGENT" TASKS
- STAY FOCUSED ON TASKS YOU HAVE COMMITTED TO COMPLETING
- *do things as they show up, not when they blow up.*

