

# Time management using a priority square

<b>Urgent</b>	<b>Non urgent</b>
<b>Important</b>	<b>Not important</b>



Why not colour-code your tasks for each module?

Enlarge the priority square to A3 size or draw one out on a white board.

Write down each task on a small post-it note and place it on the square in the appropriate square.

Decide whether a task is important and urgent (the assignment for the coming week) or just important (renewing your insurance) or urgent but not that important.

You can move the post-it notes around as the priorities change.