# Prioritise your tasks.

| **To Do List:** | **Minor:**  *(quick tasks that will take you under 1 hour).* | **Major:**  *(big tasks).* |
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| **A**  *(Must do now i.e. today).* | *Example: book train ticket.* |  |
| **B**  *(Should do soon i.e. this week).* |  |  |
| **C**  *(Could do at some point i.e. this month).* |  |  |

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| Must (Most Urgent). | Should (Ideally you would also….). |
| Could (If you have time this would be nice). | Want (personal tasks or rewards). |

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| **To do list:**  *(You may want to colour code your to do list. This is known as traffic lighting. Red for STOP needs urgent attention, Amber for Almost done or deadline not urgent and Green for Ready to go/Complete):*  - Search for books on Nelson,  - Food shop,  - Go for a walk,  - Plan essay,  - Do washing,  - Do reading for next week’s lecture. |