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**KNOW YOUR PRIORITIES**

**Don’t wait until graduation to become the person you want to be.**

**Be clear about your goals and your commitment to them.**

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| Long term goals | What do you want to accomplish while in college? How do you want to be known? |
| Midrange benchmarks | What will you need to do this semester to be closer to your long-term goals? |
| Short term progress | What will you do today to be closer to your semester goals? |

**Keep track of tasks and decide how best to use your time.**

In the upper right box, list tasks that are both important AND urgent. In the upper left, list those that are urgent but NOT important. Complete the remaining boxes accordingly. Consider adding a note about how much time is required for each task.

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| --- | --- | --- |
|  | Urgent | Not Urgent |
| Important | TO DO.  Complete first draft of INTG100 paper for class tomorrow  Health emergency  Attend class, work, practice | TO PLAN.  Schedule Writing Center meeting for next week  Exercise, check & reply to email  Connect with family, friends |
| Not Important | TO AVOID OR REFER TO SOMEONE ELSE.  Last minute Target run with friends  Other peoples’ problems  Big sale! | TO LIMIT.  Anything that leaves you more stressed, more rushed, or less accomplished in your day  Social media  Escape activities (gaming, TV, shopping) |