

In order to be effective and get the most out of your revision it is important to plan and prioritise your tasks and commitments. This is not always easy and many people struggle with prioritisation in particular. The key to good planning and prioritization is to go back to basics looking at the following four factors:

- What is urgent?
- What is important?
- What is less urgent?
- What is less important?

If you do this you will begin to notice that sometimes these things cross over for example something can be important but less urgent or urgent but less important and so on. The best way to look at your tasks is in a grid. Complete the grid below to help your prioritise your tasks.

Urgent and important

Important not urgent

Urgent but not important

Not important or urgent