PRIORITISING

1. **Course Planner**. Keep it on display. Number what is most important to you in the time you have available.

2. **The to-do list.** Don't keep it on different post-it notes or in your head — at the beginning of each day or week, write on a sheet of paper what you want to get done and by when. Rank tasks (or assessment items) according to importance or urgency to plan your day and focus your mind.

3. **Review your workload regularly.** Is there one task that always ends up at the bottom of the pile? If you find you're avoiding it, can somebody help you? Avoiding the task will not get it completed.

4. **Set realistic deadlines for your tasks.** Look at your to-do list and estimate the time each task needs to be completed but don't be overoptimistic. Be honest of what you can achieve in a working day or week so that you don't feel overwhelmed from the start.

5. **Structure your workload.** Avoid picking up a job, doing a bit and then putting it back on the pile. Deal with them one at a time and finish each one before starting another. Your mind will be clear and ready for the next one.

6. **Avoid distractions.** What are the things that distract you easily? Remove these distractions and give yourself quality time to complete your work..

7. **Fun, fun, fun.** Ticking items off your to-do list is great, but are you concentrating on the quick-and-easy ones? Tackling more challenging projects first might mean more time, but also that a major task is completed and a weight off your shoulders.

8. **Keep multitasking to a minimum.** Starting a number of jobs simultaneously means most of them won't get your undivided attention. Think of multitasking as dealing with more than one task during a day, not at the same time. That way you focus on the project in hand.

9. **Seek help when necessary.** If you are having trouble completing your work or keeping on track…ask somebody! It may be a friend, family member or your teacher…just ask somebody.