Time Management

Use a priorities matrix to help structure your to-do list.

Priority: something that is important to you and your goals

**Quadrant 1**
- Urgent & important
- Projects with deadlines

**Quadrant 2**
- Not urgent but important
- Long term planning

**Quadrant 3**
- Urgent but not important
- Interruptions

**Quadrant 4**
- Not urgent & not important
- Busywork, distractions

To determine where a task aligns with the matrix, ask yourself:

- ⭐ When is the deadline?
- ⭐ What is non-negotiable?
- ⭐ What are your long-term goals and priorities?

Tip:
Consult your course outline and myCourses calendar for relevant deadlines!

Aim to spend your time in Quadrant 2, planning and working ahead of deadlines

You can create daily to-do lists with tasks from Quadrants 1 & 2

To be as productive as possible while working, avoid items in Quadrant 4

Looking for strategies to help you focus and manage your time?
Check out tips from McGill students in *How I Learn Best*!

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