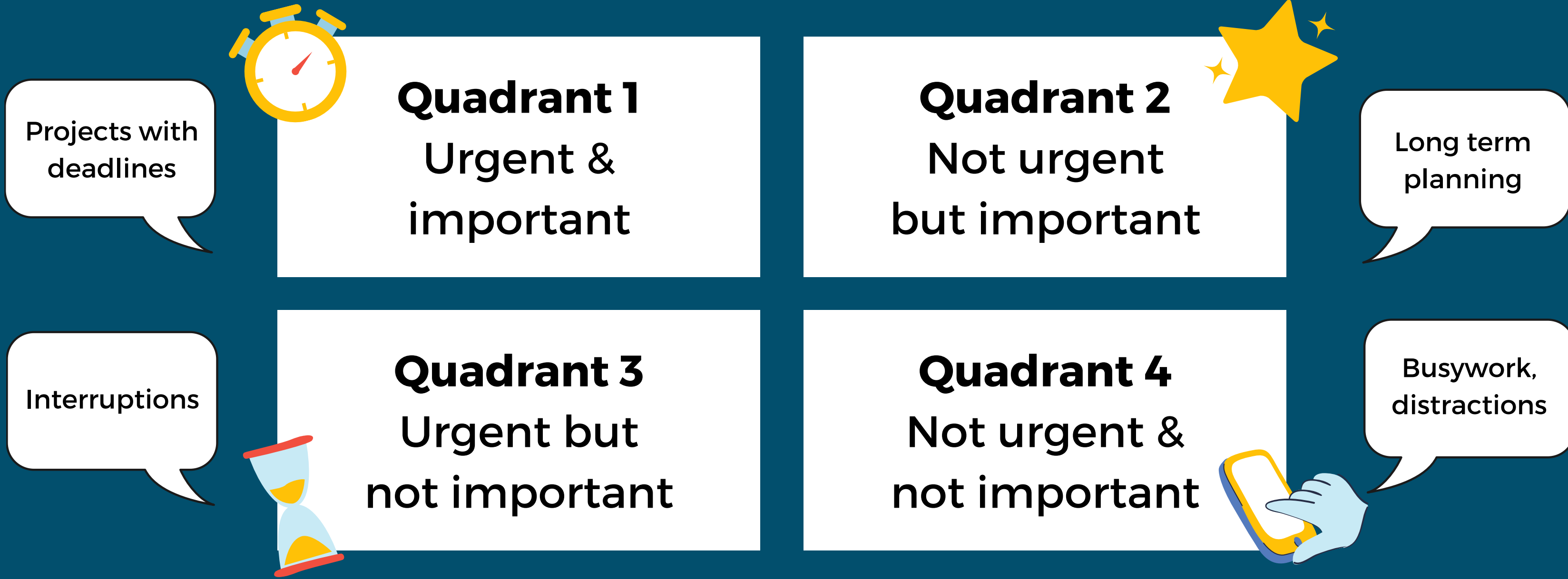


# Time Management

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

Priority: something that is important to you and your goals



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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