Time management

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

Quadrant 1
Urgent and important

Quadrant 2
Not urgent but important

Quadrant 3
Urgent but not important

Quadrant 4
Not urgent and not important

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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