

## My Study Planner

Print out this study planner:

- Put any events, work responsibilities, or other commitments in.
- Then, put your designated study time into the planner.
- Cross out/tick off your studying hours when you have completed them.

	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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rnin								
Morning								
5								
Afternoon								
After								
Evening								
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## **Task Delegator**

This is the Eisenhower Matrix.

It can be a great help for sorting out your priorities with your tasks for the day, week or month.

	Urgent	Not Urgent
Important	Important tasks you need completed as a priority before anything else eg: completing your quiz by the deadline	Tasks you should make a start on or begin to make progress on eg: planning for a unit project
Not Important	Potential unexpected/unplanned tasks eg: meetings, interruptions, work commitments that might affect your study time	Tasks that are not important and you can do in spare time. Potential distractions or time-wasters eg: social media posting, reading a book, watching a movie