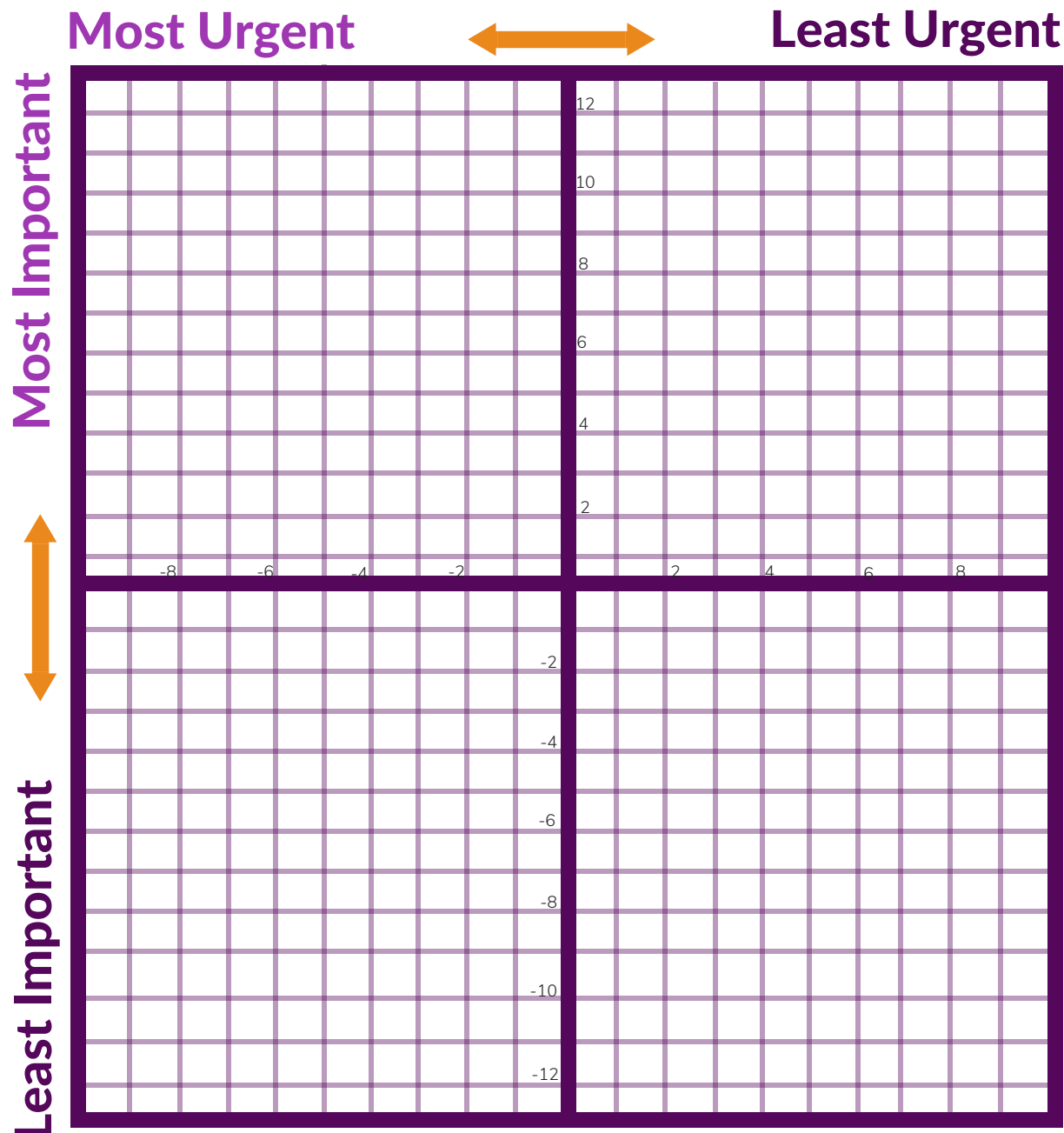# Managing My Time

Directions: Think of a typical schoolday. On the graph below, plot the following tasks according to what is most to lease time sensitive (Most to Least Urgent) and Most to Least Important. For example, watching TV would probably be somewhere in the bottom right quadrant because it isn't urgent or important.

1. Study for tomorrow's math quiz
2. Hang out with friends
3. Work on term paper due in two days
4. Sports practice
5. Shift at work
6. Research colleges
7. Catch up on reading for English
8. Start college admissions essay
9. Attend tutoring session

Most Urgent ←→ **Least Urgent**

Most Important

Least Important

Discussion Questions: How did you decide where each task would go on the graph? Where did the things you WANT to do end up? What other tasks can you think of, and where would they go on this graph?

bestprep