

TIME TO GET ORGANISED

	URGENT	NOT URGENT
I M P O R T A N T	<p style="text-align: center;">1</p> <ul style="list-style-type: none"> • I need to study for an exam tomorrow as I don't feel prepared • I have to take someone to hospital • I'm running late for school • The bus breaks down • Feed a hungry pet 	<p style="text-align: center;">2</p> <ul style="list-style-type: none"> • Start coursework due in 2 weeks • Seeing friend on their birthday • Football training • Finish reading book • Make a CV
N O T I M P O R T A N T	<p style="text-align: center;">3</p> <ul style="list-style-type: none"> • Answering your phone • Chatting with friends about your favourite TV series • Going out with friends at the last minute because they just text you • Listening to your friend moaning on about their missing hamster for the 4th time that week 	<p style="text-align: center;">4</p> <ul style="list-style-type: none"> • 6 hours of TV • Post a comment about what you want for dinner • Online Shopping • 4 hours on the X-Box or PS • Grabbing a snack • Responding to a text

Some useful ideas

- Stop putting things off, if you bite the bullet (eat the frog) and do things early, you won't end up in box 1 all the time. Box 1 can be a very stressful place to be.
- Try to say no to box 3 activities, don't let yourself be interrupted!
- Cut down on some box 4 activities, we are not saying you can't go out with friends or relax and watch TV (both with your phone in hand, literally), but make this an activity you do in box 2 so that it becomes balanced with others.
- Take time at the beginning of the week to look ahead and see what the big things you need to do are. Plan in some time for the fun things that you would like to do so it's balanced.
- [Click here](#) or go to your Live-N-Learn portal for the article by Dr Suzanne Gelb on how successful people do more in 24 hours than the rest of us do in a week!