Prioritization Methods

ABC Method (Modified)

Start a task list and assign your tasks a status of 'A', 'B', 'C'. See figure below for status definitions.

"A"	Items that are high priority, assignments due soon, etc.	
Must Do Items		
"B"	Less priority then 'A' tasks, but important overtime, for example,	
Should Do Items	long-term projects.	
"C"	Lowest priority items, if task is left undone has low/no	
Nice to do Items	consequences.	

Next within each status group, prioritize your tasks starting with A1, A2, A3, B1, B2, etc.

Now start working on your tasks!

If you finish all your 'A' tasks, move on to the 'B' tasks. You can complete 'C' tasks when you have finished both 'A' and 'B' tasks.

Example To-Do list using ABC method

A1	Finish writing final essay for research class
A2	Review Chapters 1-6 for PSYC test tomorrow
B1	Connect with group project members for Spanish presentation
B2	Exercise for 30-40 mins.
C1	Call Mom for a chat
C2	Browse blog sites commenting on the last episode of Game of Thrones and weigh in

Presented is a modified version of Alan Lakein's ABC method and Brian Tracey's ABCDE method. More about each method can be found online.

Create your own task list using the ABC (Modified) Method here:

Urgency Vs. Importance Matrix Method

	Urgent	Not Urgent
Important	Quadrant 1:	Quadrant 2:
	Complete these tasks ASAP Examples: Assignments due today or tomorrow, bills due today, etc.	Only start after Quadrant 1 tasks are complete Examples: Planning, long-term projects, etc.
Not Important	Quadrant 3:	Quadrant 4:
	Often last-minute time wasters Examples: Interruptions, social invites, distractions, etc.	To be avoided if Quadrants 1-3 still have tasks not completed Examples: procrastination activities, mindless scrolling, etc.

It is recommended to spend most of your time in Quadrants 1 and 2 but note that some tasks may move quadrants based on circumstance. For example, if your dog has not been on a walk for 12+ hours because you have been at school/work, by the time you come home, walking the dog might move to quadrant 1 from quadrant 2.

Complete your own Urgency vs. Importance matrix here:

	Urgent	Not Urgent
Important	Quadrant 1:	Quadrant 2:
Not Important	Quadrant 3:	Quadrant 4:

Want to learn more? Work with the Learning Specialist to discover different time management strategies that work for you. Call 509-358-7757 or go online, wsu.mywconline.net, to make an appointment

