

Academic Success Coaching

URGENT & IMPORTANT

(Academic work that's time sensitive: exams/assignments this week or next, overdue assignments, classes, labs)

Remember: Your to-do list will keep you on track for these tasks.

URGENT BUT NOT IMPORTANT

Any kind of social media, messaging, impromptu social breaks. Anything that demands your attention in that moment but pulls you away from your goals.

Q: Is what you're doing now getting you closer or further away from your goal?

NOT URGENT BUT IMPORTANT

Exams/assignments due next week or beyond, notes from missed classes
Topics not understood well/not following in class. Modules that require a repeat exam

Remember: It's in the doing, not the thinking that you get what you want.

NOT URGENT & NOT IMPORTANT

Anything that can be deferred until later: series/films online, gaming, social time that can be caught up on later, hanging around, sleeping in, staying up late etc.

Try: Giving yourself 5 minutes to keep working. The urge to distract yourself may well have passed by then.