|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Student No.:** |  | **Tutor Group:** |  |

**Setting Priorities – Quick Activity**

Complete the tables below to plan your next week’s workload.

First note down the general homework and other studies/activities you need to do and prioritise those, then break down your work into manageable chunks you can complete each day of the week, during your study sessions and at home.

Your priority key could be in numbers (e.g. 1 = most urgent) or using set of codes/symbols of your choice.

|  |  |  |
| --- | --- | --- |
| **This week’s priority list** | **Date:** |  |

|  |  |  |
| --- | --- | --- |
| What do I have to do this week? | When is it due in by? | Priority key |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Plan of action for this week:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **By Monday I need to:** | **DONE** | **By Tuesday I need to:** | **DONE** | **By Wednesday I need to:** | **DONE** |
|  |  |  |  |  |  |
| **By Thursday I need to:** | **DONE** | **By Friday I need to:** | **DONE** | **Before next week I need to:** | **DONE** |
|  |  |  |  |  |  |

Tick or write ‘yes’ in the DONE column each time you complete a task.

Upload this sheet on the Survival Guide - Setting Priorities Module at the end of the week to show how well your planning worked. Did you stick to your priorities and get everything done in time? If not, what could you do to help meet your targets next week? Don’t forget to ask for help whenever you need it.