



Resource 13 Prioritising 'Stay on Track' Tasks:

What do I need to do this year?

Instructions:

1. Using your 'Stay on Track' student workbook, allocate anything you haven't done yet into one of the four quadrants below. Go through the full workbook (not just your year level).

Once you have allocated all the tasks to a quadrant:

(anything someone else can do for you)

- 2. Anything in Quadrant 1 (Urgent and Important) are your priority tasks that you need to focus on now.
- 3. Anything in **Quadrant 2** (Important but Less Urgent) you need to give yourself a deadline to get this done. Write that deadline in your 'Stay on Track' student workbook in the 'When do I need it done by?' column. *Time management tip: make the deadline the earliest you reasonably can.*
- 4. Anything in **Quadrant 3** (Urgent but Less Important) get onto asap and remember to follow up with the person
- 5. Anything in **Quadrant 4** (Less Important and Less Urgent) you can revisit once you've ticked off the items in Quadrants 1 and 2. *Note to students, we will be covering things like CV writing and building professional networks in later hauora classes, but if you are about to apply for a job this will need to go on your urgent list. See Career Central and https://futureforce.nz/tools/ for guidance.*

Example:

Urgent Less Urgent (do first) (put a date on when to do it) Birth certificate (need this to apply for • Open a bank account (going next Tuesday) bank account) • Learner driver license (not 16 for another few mportant months) Ask caregiver if I'm a registered Tainui • Applying for scholarships (don't have to think tribal member to see if I'm eligible for about that till next year) Less Important driver license subsidies - get someone to register me if not (this might take time so need to get on it asap)

Stay on track priorities

(tasks not relevant to your plans or you can't do anything

about now. Next year they may shift to a different quadrant)





Student worksheet - Eisenhower Matrix

	Urgent (Do first)	Less Urgent (Put a date on when to do it and write it in your 'Keep on track' workbook)
Important		
Less Important	• (Anything urgent that someone else can do for you)	• (Tasks not relevant to your plans or you can't do anything
	(Anything urgent that someone else can do for you)	about now. Next year these may shift to a different guadrant.