

Resource 13

Prioritising 'Stay on Track' Tasks:

What do I need to do this year?

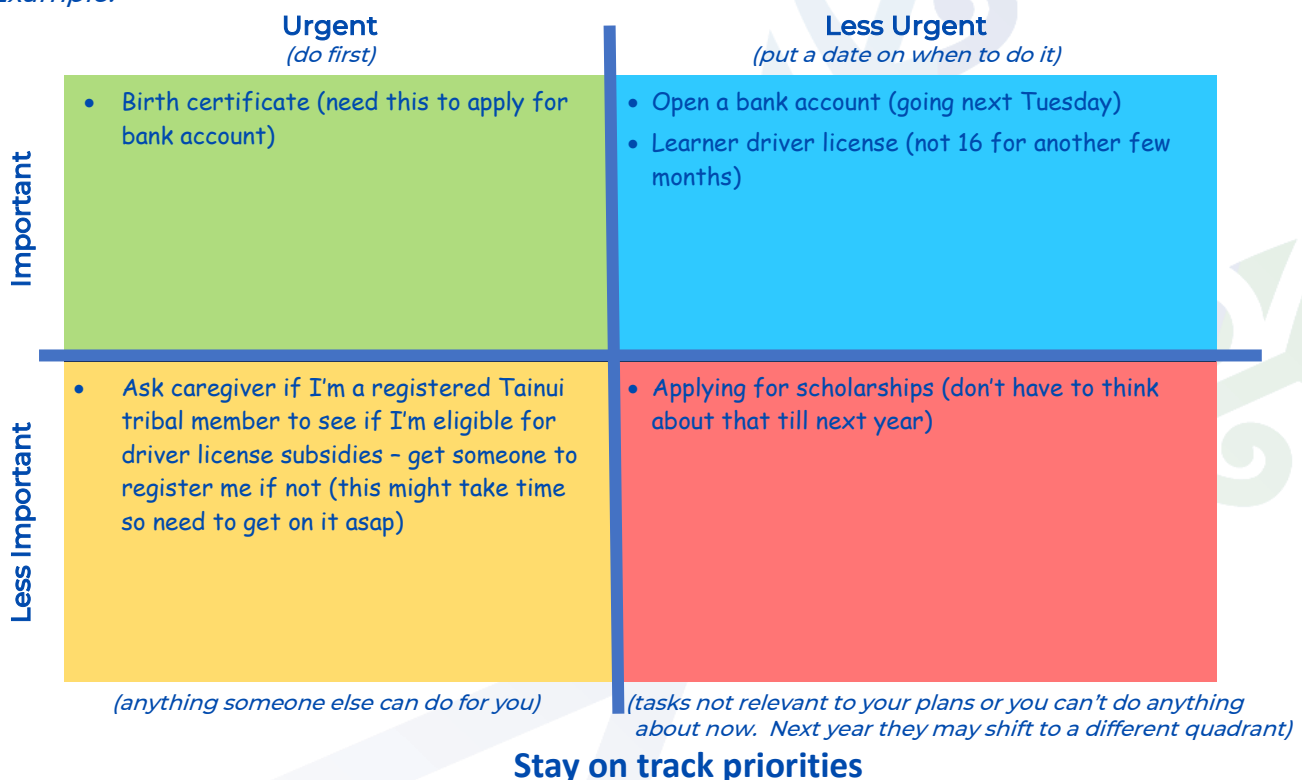
Instructions:

- 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 in **Quadrant 1** (Urgent and Important) are your priority tasks that you need to focus on now.
- 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.*
- Anything in **Quadrant 3** (Urgent but Less Important) get onto asap and remember to follow up with the person
- 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:



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