Write your priorities on the chart below. After you’ve filled out the chart, organize it by giving each priority a ranking from 1 to 3. A “1” represents a priority that absolutely must be done; without it you’ll suffer a major setback. For instance, a paper with a fixed due date should receive a “1” for a priority ranking; carving out time to take those guitar lessons you always wanted to take might be ranked a “3” in terms of priority. The important point is to rank-order your priorities to reveal what is and is not important to accomplish during the term.

Setting priorities will help you to determine how to make best use of your time. No one has enough time to complete everything; prioritizing will help you make informed decisions about what you can do to maximize your success.

**Identify Your Prime Time**

Take a look inward. Do you enthusiastically bound out of bed in the morning, ready to start the day and take on the world? Or is the alarm clock a hated and unwelcome sound that jars you out of pleasant slumber? Are you the kind of person who is zombielike by 10:00 at night, or a person who is just beginning to rev up at midnight?

 Each of us has our own style based on some inborn body clock. Some of us are at our best in the morning, while others do considerably better at night. Being aware of the time or times of day when you can accomplish your best work will help you plan and schedule your time most effectively. If you’re at your worst in the morning, try to schedule easier, less-involving activities for those earlier hours. On the other hand, if morning is the best time for you schedule activities that require the greatest concentration at the time.

|  |
| --- |
| Final List of Priorities |
| Priority |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Now consider the following:

* What does this list tell you about your greatest priorities? Are they centered around school, friends, family, and jobs, or some other aspect of your life?
* Do you have so many “1” priorities that they will be difficult or impossible to accomplish successfully? How could you go back to your list and trim it down even more?
* What does this listing of priorities suggest about how successful you’ll be during the upcoming term?