Hi I am Berny Grindel, assistant director of the learning center at Quinnipiac University.

If you have trouble getting all of your tasks done in the time it takes to do them, then I’ve got some tips for you that might eliminate the to-do list from your daily life.

First of all, let’s think about a to-do list. When you write down your task on a to-do list, you are probably thinking about all of the things you need to do in a short amount of time. You cross them out as you get done, but at the end of the day, what about those 2 or 3 tasks that are left? Did you really get done everything that you needed to do?

Here is another way of thinking about how to prioritize your tasks. Imagine a sheet that is divided into four squares. In fact, if you click the download template button, you can actually have a document of the sheet. Across the top of the sheet, we have written importance. This is a measure of how important a task is to you. So we have two columns high and low. High importance activities are those things that you do to achieve long-term and important goals for yourself or to maintain your core values. Low importance are obviously tasks that don’t allow you to obtain goals or maintain values. Along the side of the paper, we have written the word urgency. High urgency are tasks that need to be done immediately, if not sooner. Low urgency tasks are things that you can put off safely for later.

So what I’d like you to do now is to take a couple of minutes and fill in this prioritization grid with tasks that you anticipate doing over the next couple of days. We’ll stop the video now, get the start button below when you are done with this.