Okay, I hope that you have filled your prioritization grid sheet and that you’ve got some things in all four quadrants.

First of all, in the quadrant marked *high importance-high urgency* are the automatic to-do’s. These are the no brainers. These are the things that should never be left undone at the end of the day. Using this quadrant method, now you can more easily identify the things that are must do’s.

Below the must do’s are the *high importance-low urgency* task. How many of these do you really want to keep putting off? My suggestion is this: when you are looking for a task to do for a day, you first do the *high importance-high urgency* tasks and then go to the *high importance-low urgency* tasks. If one of your tasks in this box is something like doing a term paper, then it makes sense to do a little bit of the term paper. Maybe the research, maybe an outline, maybe contacting your instructor or a tutor at the Learning Center to get a start on things, rather than putting it off until the last minute. A high importance task will eventually migrate to the *high importance-high urgency* area, and what if just don’t have enough time to do everything associated with the task?

Now, what did you have in your *low importance-high urgency* tasks? Watching *Dancing with the Stars* at night? Hmm, is that really your best use of time? Sure, sometimes it is great to watch a little mindless entertainment on TV. But, if that gets in the way of doing things that are in the high importance column, then maybe it is best to put off those tasks.

And of course, there is the last box: *low importance-low urgency*. Typically, people put things into this box that they have no problem blowing off entirely. The big problem students face when doing work for online courses is mistaking urgency and importance. So, when using the four square prioritization grid, make sure that you are tackling those high importance tasks first whether they are high or low urgency. Put the low importance tasks off for later, and you’ll never be in a position where your important tasks are left undone on your to-do list.

I am Berny Grindel, assistant director of the Learning Center at Quinnipiac University. Good luck getting all your work done!