

Self help matters.

Helping you to find your solutions

Planning and Prioritising

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Pretty much everything we do is a conscious response to planning and prioritising; we make a decision to do something at a specific point in time. But much of this is also subconscious, as we act “in the flow” of the moment.

As we juggle more and more, at University and at home, we need to develop some plan or else things will slip or we will slip up. People, circumstances and demands will always conspire against us. But applying some principles can help.

Top Tips

Urgent and important. What's urgent and important, what's not urgent but important, what's urgent but not important and what's neither urgent nor important? For example, the ringing of a phone suggests it's urgent, but it might not be important. It might be more important not to take the call and finish the task at hand. Work on tasks that are not urgent but important, so with good time management you deal with them before they become urgent.

Information. Often, poor prioritisation is due to not having the full facts regarding what is required when and how much time you need. Find out as much as you can about assignments, revisions, tests/exams so you can better plan.

Academic support. Do make use of Personal Tutors, Course Co-ordinators, Tutors, Lecturers and School Administrators to help you better plan and prioritise. Sometimes it can help to get a perspective from those in the know.

Exams. We all have different exam revision or preparation styles. Find one which works for you and seek guidance from Student Learning Services, Personal Tutors or your peers.

You time. Build in a regular space to do things that nourish, satisfy and fulfil you above and beyond academic requirements. Find the right work-life balance.

Consequence. Determine if a task is urgent or important by considering the consequences of not completing it.

Value. Typically 80% of your work will represent 20% of the value. Focus on the 80% of the value.

Collaborate. If you are uncertain what constitutes a priority task, ask or seek clarity with others.

Planner. Stick up a wall planner calendar for key dates and to give you a visual summary of time.

Firm. Stand your ground on what you determine needs doing, why and when.

Control. Many factors seemingly beyond your control will influence your planning. Factor in these variables to build in some wriggle room.

Time-stealers. Be resolute about resisting time-stealers. These can come in the form of ineffectual study periods, lack of decision-making, reworking tasks that were not planned properly at the start, and unproductive conversations. What are your time-stealers?

Leverage time. Be realistic about the time needed for tasks. Rather than squeezing everything in to a tight time frame, give yourself some review, recap and recovery time.

Defeat. Know when to admit defeat. Some things just aren't going to be completed in the way you'd like and within the time you have.

Review. Always evaluate progress. What can be better next time?

Breaks. Build in time for breaks and interruptions ... as well as having a bit of fun!

Resources

MOODZONE

Boost your mood, cope with stress, anxiety or depression or simply improve your overall emotional wellbeing.



Opening Hours: Online

www.nhs.uk/conditions/stress-anxiety-depression/pages/low-mood-stress-anxiety.aspx

LIVING LIFE TO THE FULL

Want to know how to feel happier, more confident & worry less right now? Would you like to learn new ways of dealing with what life throws at you?



Opening Hours: Online

<https://lltf.com/>

MINDFULNESS FOR STUDENTS

Helping you to stay calm, focused & better manage the pressures of student life.



Opening Hours: Online

<http://mindfulnessforstudents.co.uk/>

UNIVERSITY OF ABERDEEN SERVICES & SUPPORT

A range of support resources for everyone at University



www.abdn.ac.uk/infohub/support

THE MIX

Provides free, confidential support for young people under 25 via online, social and mobile.



Opening Hours: Online

www.themix.org.uk

TOGETHER ALL

Online community of people who are anxious, feeling low or not coping who support and help by sharing what's troubling them. This is a free, online, moderated service and confidential.



Opening Hours: Online

<https://togetherall.com/en-gb/>

If you are experiencing a crisis - please contact any of the following

- **Emergency Services** - telephone 999 (Free) 24 hours
- **Samaritans** - telephone 116 123 (Free) 24 hours
- **Breathing Space** - telephone 0800 83 8587 (Free) Mon-Thu 6pm-2am, Fri-Sun 6pm-6am
- **Nightline** - telephone 01224 272829 (local rate) term-time only, between 20.00-08.00
- **NHS 24** - telephone 111 (Free) 24 hours

For other support resources, please see - www.abdn.ac.uk/counselling