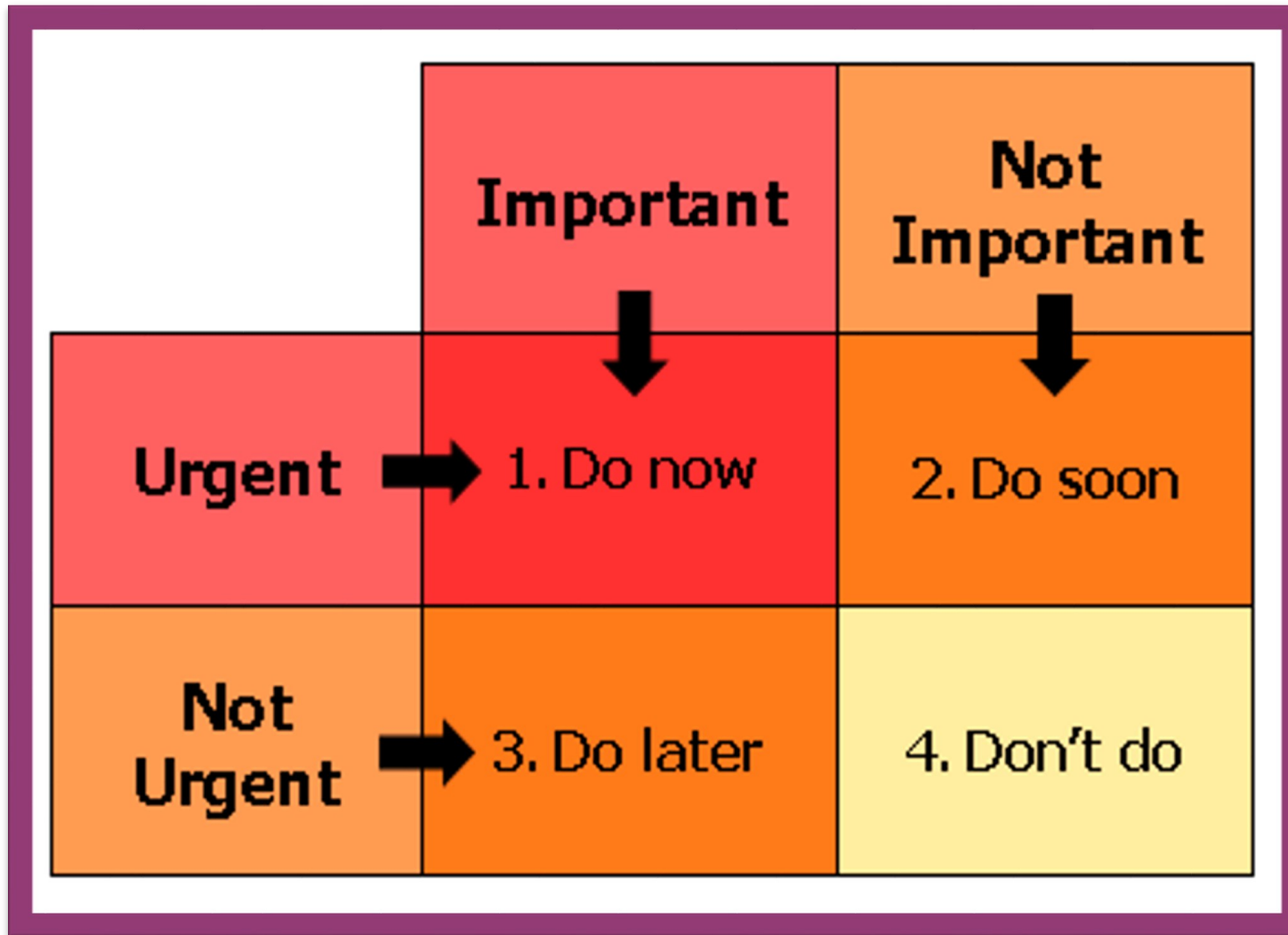


Priority Matrix



1. Make a list of revision tasks/topics
2. For each, consider its importance and urgency. Plot each onto the Priority Matrix.
3. Once you have done this for each task/topic, number them in terms of priority.

Example:

Re-read Chapter 'X' — Important and Urgent = Do first (1)

Complete notes on Topic 'Y' — Not Important but Urgent — Do second (2)

Catch up on lecture about Chapter 'Z' — Not Urgent but Important — Do third (3)

Copy out all notes into 'neat' - Not Urgent and Not Important — Do not do!