

STUDY SKILLS

Manage time. Study smarter. Achieve goals.

Priority Matrix



To do list:

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-
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<i>HIGH importance, HIGH urgency</i>	<i>HIGH importance, LOW urgency</i>
<i>LOW importance, HIGH urgency</i>	<i>LOW importance, LOW urgency</i>

**Follow up on
this handout!**

- Attend **Time Management Strategies, Overcoming Procrastination, and/or Achieving Your Goals** workshops
- Schedule an appointment to talk with a **Study Skills** advisor

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