Video transcript   MyStudySeries
                                         supporting Kiwi students through NCEA

Video title: 1.8 Prioritising tasks and using to do lists

Learning outcome:

• To understand what prioritising really is and why it's so important

• To consider why we should use a do to list

• Practice using a web based to do list tool

Slide 3

This unit of work requires you to take action. You can't achieve by sitting back and leaving things to the last minute. We all put things off sometimes, but if you keep putting things off, jobs that need to be done pile up and begin to seem like an insurmountable task. Delaying things to the last minute is also a cause of stress and stress can interfere with your ability to complete tasks and remember things.

People have a tendency to concentrate on completing the easy jobs first, which obviously delays the more difficult or complicated tasks and this is why prioritising and improving your time management, is very important.

How do I decide on where to start?
There is a difference between a task that is urgent and a task that is important – an urgent task may not be very important!

Begin to prioritise your work, or study, by listing the tasks you need to do in order of importance – in other words compile a 'to do' list. Make sure you break the large tasks down into more manageable ones and perhaps split your list into things to do 'now', 'this week' and 'this month'. Finally, make sure you draw up a new list frequently.

Slide 4

There are some key reasons to begin using to do lists, not just for assessment purposes too. A well organised to do list can work wonders in all aspects of your life. Here are a few reasons why.

Once you have written a task down you can stop worrying about forgetting to do it. This relieves stress and many a sleepless night.

It helps you decide on priorities and to complete the most important and the most urgent tasks first.

You are less likely to become side tracked when focusing on your list and you will gain more of a sense of purpose.

It's really satisfying to tick things off as you do them and this encourages you to do more and to stay on course with your list.

It also gives you a feeling of control over your workload, rather than feeling that the work is controlling you.

Were going to take a quick look at using a do to list next using a web based tool called todoist.

Slide 6

To summarise, We

looked at why we should prioritise and some advantages of using a to do list

Then we had a play around with the online tool todoist and looked at putting our action plan online, prioritising it and creating deadlines.