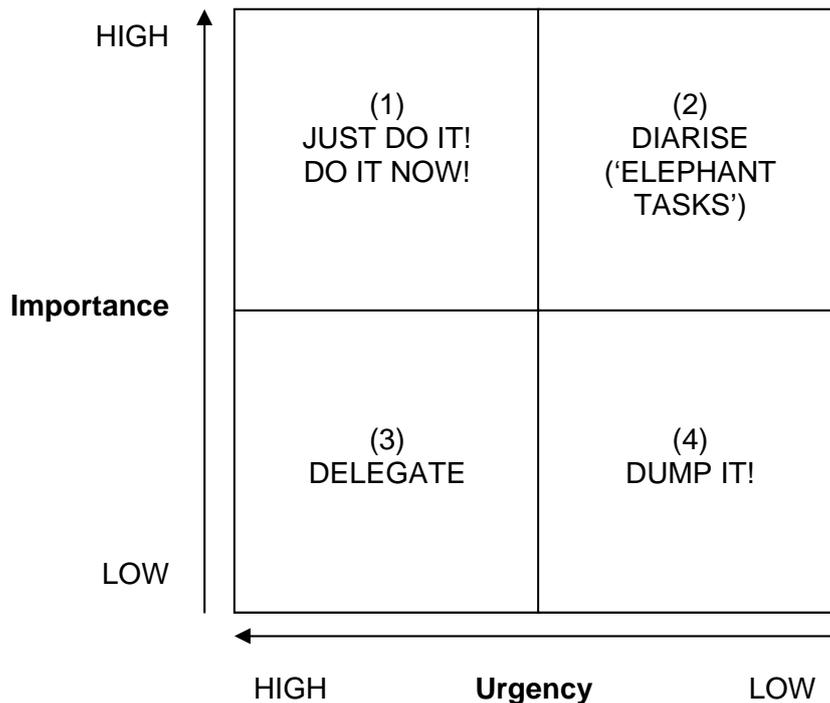


Prioritising tasks



1. If a task is **important and urgent**, do it now! Get it over with first, don't procrastinate - just get it done. Break it into little steps, if needs be, perhaps reward yourself when you're done.
2. If a task is **important, but not urgent**, plan when to do it ('diarise' it). Definitely break it into little steps, if you can, and schedule a bit in regularly, so that it doesn't become a huge, indigestible job when the deadline looms (when it becomes important and urgent) – an 'elephant task.'
3. If a task is **not important, but is urgent**, plan when the most appropriate time is to deal with it or delegate it, if you can, but not necessarily permanently. If you do delegate it, make sure you communicate it clearly, so that the other person is prepared for it.
4. If a task is **not important and not urgent**, consider whether it has to be done at all and dump it, if appropriate. If it should be done and you would find it interesting to do, consider diarising it for another time, otherwise, delegate it permanently to someone else, if you can.

Task Management and Personal Productivity Software

- Nexus Task Manager: <https://owa.nexus.ox.ac.uk/> part of the University's Outlook offering
- Nexus MySite: <https://mysite.nexus.ox.ac.uk/Person.aspx>
- Trello: www.trello.com/ collaborative project management. We use this quite a bit
- Workflowy: <https://workflowy.com/>
- Todoist: <https://todoist.com/>
- Evernote: www.evernote.com/ mostly for storing and sharing information. To-do functionality is limited
- Request Tracker (aka RT): www.bestpractical.com/rt/ this is a support ticketing system
- Actionmethod: www.actionmethod.com/
- Springpad: <https://springpad.com>
- Reqall: www.reqall.com/
- Journl: www.journl.com/
- ColWiz: www.colwiz.com/ designed for academics
- Pivotal Tracker: www.pivotaltracker.com/
- ProDo: <https://play.google.com/store/apps/details?id=com.othelle.todopro>
- Notational Velocity: <http://notational.net/>
- ResophNotes: www.resoph.com/
- OmniFocus: <http://alternativeto.net/software/omnifocus/>
- Microsoft OneNote: <http://office.microsoft.com/en-gb/onenote/>
- rule.fm: <http://rule.fm> - purely for overall project management and basic CRM functionality
- Github issue tracker - general software development requirements
- Sprint.ly: <http://sprint.ly>
- Tasque: <http://wiki.gnome.org/Tasque>
- Task Warrior: <http://taskwarrior.org/>
- Remember the Milk: www.rememberthemilk.com/
- Cheqlist.org: www.Cheqlist.org
- Hamster Indicator (time tracking): <http://projecthamster.wordpress.com/>
- Getting Things Gnome: <http://gtg.fritalk.com/>

Further Reading and Other Training

Two sites with useful tips and information:

- www2.open.ac.uk/students/skillsforstudy/time-management-skills.php
- www.nhs.uk/Conditions/stress-anxiety-depression/Pages/time-management-tips.aspx

Oxford Learning Institute courses:

- Time Management for Support Staff and Managers
www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=EFF/TIM/S&page=3&id=
- Assertiveness: Managing Relationships in the Workplace
www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=EFF/ASS&page=3&id=

Name: _____

Date: _____

Eat the worst frogs first!

What are my top priorities I need to achieve today? Maximum of 3 priorities only

	TASK:	Time I need:	Actual Time:	Task Completed
				
				
				

What else do I NEED to get done today? Normal tasks you would need to complete on a daily basis.

	Task	Time I need:	Actual Time:	Task Completed
				
				
				
				
				

If I have done all of the above, what would I LIKE to get done today?

	Task	Time I need:	Actual Time:	Task Completed
				
				
				

End of day review: Consider, if you have not completed one or more of your "need" tasks, do you need to make them your "priorities" tomorrow? Did you estimate the time needed for each task correctly? Do you need to give yourself more time on one task and less on others? Is your current work load realistic? Have you taken on too much? What steps can you take to improve your own Time Management?