

Creating Priorities

Creating and maintaining priorities is crucial for collegiate success. Below are two ways to help you:
Critically assess your Pie of Life and implement a 3-list method.

Critically Assess Your Pie of Life

Do you find yourself with too little time for family or friends?

Is there too little time for school in your life right now?

Do you think you have too much leisure time?

Many times the issues students have in creating collegiate success actually spawn from the inability to properly manage and balance their lives. The key is to identify where your time is being spent and determine if changes in priorities need to be considered.

As a college student there are three main pieces in your pie of life: **school, work, and leisure**. It is crucial to learn how to properly balance this pie of life and ensure that your priorities are in line to allow for academic, professional, and personal success. In order for your pie of life to be successful, you must be willing to take time to examine the ways you utilize your time and commit to try new strategies that might help you to be more successful. Are you ready for the challenge? Read on!

If you are reading this, you might already have a suspicion that your pie of life needs reevaluating. One way to do this is through the **increase-decrease method**. Think about the three main pieces in your pie of life; where do you need to increase time and where do you need to decrease time? Make a list and compare where you can give and take time.

Bepko Learning Center
University College

UC 2006-815 W. Michigan St. Indianapolis, IN 46202-5164 Telephone 317-274-4818 Fax 317-278-0284
<http://uc.iupui.edu/LearningCenter>

Implement a 3-List Method

Take time to define your priorities with a 3-list method. In order to successfully manage your time, you must start with planning. Below are three lists to help you plan for success: **weekly calendar, To Do lists, and goals and other things.**

Weekly Calendar

Create a weekly calendar. In this weekly calendar you need to list all of your courses, work, friend time, study time, recreation, family time, meals, TV, relaxation, and anything else you do each week.

Do you work best at night, day, or morning? Be flexible and adapt your schedule as necessary.

To Do Lists

This is where you should write down everything you want to realistically accomplish today. Include homework completion, tests to study for, phone calls to make, shopping, and so on. This is a reminder list to help you set daily priorities. This will help alleviate unnecessary stress of what you have to do today. This is a list meant to be written every morning to put each new day in perspective. Check off completed items and be sure to praise yourself for each accomplishment.

Goals and Other Things

List some short- and long-term goals you desire. This list can help you keep track of your accomplishments.

This list will help you to develop long-term goals so you can concentrate on today.