# A close up of a sign  Description generated with very high confidence

# The Energy Lines

#

Many students feel overwhelmed by the amount of work they have to do at the same time due to never ending deadlines! As a result, some students create lists and then cross off a job when it has been completed. The problem is the list does not tell you what to do first!

**Task:**

Prioritising your jobs in terms of how much effort is required is a good strategy to use. Does it require you to work really hard or can you relax a leave it until a later date?

**Now try this with your own jobs. In the table below note down the tasks you have to do in the column that relates to the amount of effort you will need to put into the task. For instance, if a high level of effort is required, put the task in the ‘High’ column. If it is a quick, easy task, it might go in the ‘Low’ column. Include a deadline date when you add a task to the table – this will also need to be factored in when you decide on a priority order.**

 **High effort level to Low effort level**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Extreme** | **High** | **Medium** | **Low** | **Idle** |
|  |  |  |  |  |