Overview of ‘Planning / Prioritisation’ Toolbox

Prioritise (Click here for the related tools)

‘Prioritise’ refers to the ability to distinguish the urgency and importance of tasks, and determine their relative priorities. By clarifying priority of each task before taking action, and focusing time and attention on what is both important and urgent, we can formulate efficient plans to successfully achieve our goals.

Suitable situations:

- When faced with a heavy load of assignments, tests, and activities, has difficulty accurately assess task priority.
- Fails to distinguish between high and low priorities during schedule planning, leading to crucial tasks being sidelined or delayed.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
4a.	**Four Quadrants Time Management**	✔	✔		✔	

Download tool

Plan and Schedule Tasks  (Click here for the related tools)

'Plan and schedule tasks' refers to the ability to establish concrete, achievable goals and action plans based on clearly defined priorities. This includes effectively budgeting timelines, continuously monitoring work progress, and breaking down complex tasks smaller, manageable steps. Mastering these skills enables us to complete our work more efficiently and ensure tasks are completed systematically.

Suitable situations:

- Struggles to build clear, practical plans and schedules based on task priorities.
- Finds it overwhelming to start complex projects due to difficulty breaking big goals into smaller, manageable steps.

Relevant tools	Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
4b. Homework Navigator	✔				
4c. Study Blueprint		✔			
4d. Work & Activity Planner	✔	✔	✔	✔	✔
4e. Weekly Planner	✔	✔	✔	✔	✔
4f. Pomodoro Method	✔	✔		✔	
4g. Task Initiation Hub	✔	✔	✔	✔	
4h. Mission Route Map	✔	✔	✔	✔	✔

Suitable situation:

- When planning an activity, there is a lack of comprehensive consideration for details and workflow, making it difficult to delegate work appropriately.

Relevant tools	Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
4i. Activity Master Guide					✔

'Effective Questions' available Download tool

Develop Contingency Plans  (Click here for the related tools)

When planning tasks or activities, anticipating potential obstacles and developing corresponding contingency plans enables us to make adjustments quickly in face of pressure. This ensures steady progress and safeguards against disruption from sudden setbacks.

Suitable situations:

- Often overlooks potential obstacles prior to task initiation and fails to prepare contingency plans for potential challenges.
- Finds it hard to assess situations in real time and adjust strategies during task execution.

Relevant tools	Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
4j. The 6-Step Breakthrough Protocol	✔	✔	✔	✔	✔

Download tool