**The Prioritisation hack**

Work in the top-right quadrant as much as possible. Some of the day before an exam/deadline should be in the top-left. The bottom-right is only to relax, not procrastinate. The bottom-left is for after the exams.

Deep, slow breathing activates the PNS, lowering heart rate and stress levels. This shift allows your brain to function more efficiently, improving concentration, memory, and problem-solving.

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|  | Urgent – happening now | Not-urgent |
| Important  – will improve your grade | Eat and drink healthily  Sleep well  Meet daily study targets | Keep notes and materials organised  Make a timetable/plan and stick to it  Actively review learning  Take time to relax and unwind  Connect with family and friends |
| Not-important  – won’t directly improve your grade | Worrying about things you can’t change  Responding to interruptions  Social Media  Studying off-curriculum | Revising content you already know Restudying by reading over and over Planning your summer holiday Thinking about the future |