**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 learningTake time to relax and unwindConnect 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 |