**A simple priority planner**

|  |  |
| --- | --- |
| **Important! Do it now** | **Do it now.****(Although it is less important)** |
| **Important! Do it soon. Not yet.** | **Not important (yet!).****Just monitor these.** |

**![C:\Users\shoolbrm\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\67KTMDV0\calendar_icon[1].png]()Some ways to find out more about task management tools**

# Donovan, K. (nd). *Top 15 Time Management Apps and Tools.*

Life hack blog. Available at: <http://www.lifehack.org/articles/technology/top-15-time-management-apps-and-tools.htmlo>,

(Accessed: 7 February 2017).

Sandlaker E. (2016) *Manage your priorities, not your time, to get the important work done*.

Available from: http://lifehacker.com/manage-your-priorities-not-your-time-to-get-the-impor-1782341311

(Accessed: 7 February 2017)

**More information?**

For some reading on task management, see:

University of Birmingham. Library Services. (2016) *Resource List: learning to learn*. Available:

[Https://bham.rl.talis.com/lists/E542D369-A7BA-B314-7574-D084E5A3EA06.html](https://bham.rl.talis.com/lists/E542D369-A7BA-B314-7574-D084E5A3EA06.html)

(Accessed: 7 February 2017)

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