**Priority organiser**

Complete the organiser below. Guidance is available in *The Study Skills Handbook*, p. 136.

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| ***Priority organiser*** | | | | | | |
| **List of things to do** | **A**  **Importance? (scale 6-10)** | **B**  **Urgency?**  **(scale 1-5)** | **C**  **(A-B)** | **D**  **Order of priority** | **E**  **Start by…** | **F**  **End by…** |
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