**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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