



SETTING THE RIGHT PRIORITIES WITH THE EISENHOWER PRINCIPLE

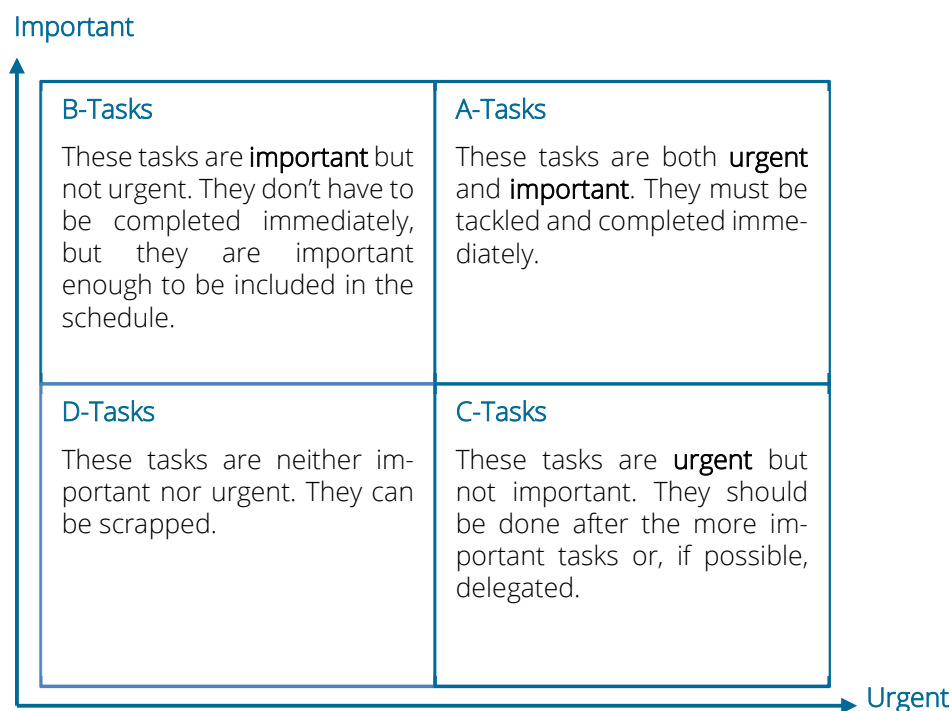
As tasks pile up on the desk and the to-do list gets longer and longer, it is important to keep it organised and set priorities. The Eisenhower Principle is the chosen method here.

First of all, this method distinguishes between **urgent** and **important** tasks.

The **important** tasks are the ones that bring you closer to your goals, dreams and wishes.

Urgent, on the other hand, are the tasks you have to complete by a certain date and which therefore require your immediate attention.

There are four ways of setting priorities for the different tasks:



Graphic 1: Priority matrix of tasks

Hint: Within the fields A, B and C, you can also sort the tasks according to priority and create a new list.

SETTING GOALS WITH THE SMART METHOD

In order to be able to organise your time efficiently, you first need to establish what you are hoping to achieve. For this step, it is crucial to determine clear and achievable goals. The SMART method can assist you in this process.

SMART is an acronym that stands for **S**pecific, **M**easurable, **A**ccepted, **R**ealistic and **T**imetabled. Each goal description should have five characteristics.

Specific	What exactly do I want to achieve? The objectives (and sub-objectives) should be formulated as clearly and precisely as possible.	<i>I would like to write my diploma thesis in the summer semester.</i>
Measurable	How do I know that I have reached my goal? The goal should be measurable. The criteria must be clearly defined so that it is obvious when the goal has been achieved.	<i>I have created a document that fulfils the requirements for a diploma thesis (cf. institute page).</i>
Acceptable	Why do I want to achieve this goal? The goal should be positive and challenging. It should be appropriately challenging and as motivating as possible.	<i>I would like to start my career in autumn, by which time I will have completed my studies.</i>
Realistic	Is the goal actually achievable (given the current circumstances)? The goal should be viably achievable considering the external circumstances and the given time frame. The type of support necessary to achieve this goal should also be taken into consideration.	<i>The writing time for the diploma thesis is four months. It is currently the end of January and I have already received topic suggestions for my thesis. I should regularly confirm and then deliver my work results. On top of this, there is the SZD...;-)</i>
Timetabled	By when would I like to have reached this goal? It is best to plan backwards, starting with the date of achievement of the goal, in order to determine the latest possible start time. But don't forget to include time buffers for unforeseen difficulties and to set specific dates for sub-goals.	<i>I expect to start writing in mid-April. So I still have one and a half months of buffer time at the end.</i>

In addition to these five aspects, writing your goals down is a very important step in the formulation process. Without making the goal official in writing, they usually have very little binding force. Take the time to consider your goals and tasks in peace, to formulate them and to write them down in order to start the week, semester, or new year with a clear objective in your head.

In dependence on:

Knoblauch, Jörg et al. Zeitmanagement. Freiburg: Haufe, 2015.

Reichel, Tim. Bachelor of Time. Zeitmanagement im Studium. Aachen: Studischiess Verlag, 2016.

Concept: Writing Centre of TU Dresden, 2016.

Further information about writing advice, workshops, writing groups, writing marathons and much more can be found on our website: www.tu-dresden.de/deinstudienerfolg/szd