

### Systems Activity 3 – Pending, Doing, Done

In this activity, we suggest organising your entire study-life into a simple three-part system. It's one we've seen work in a lot of work-based contexts, where employees use what they sometimes call 'taskboards' (big whiteboards split into sections) to create quick, visual summaries of everything on their plate.

This three-part taskboard should help get you feeling much less stressed and anxious – it gives you an at-a-glance understanding of everything you need to do and what you're currently up to. It looks like this:

<u>Pending</u>			<u>Doing</u>	<u>Done</u>
<u>Cold</u>	<u>Warm</u>	<u>Hot</u>		

OK, some explanation is needed!

**Pending** is where you put new tasks and jobs as they arrive. You write each task or job on a post-it note, being clear and specific about what the task is. *"Complete Geography work started in class"* or *"Send email to teacher,"* or *"Write introduction to English essay"*. When you place a job in **pending** you have to make a decision about exactly where to put it – **cold** if it's not urgent, **warm** if it needs doing pretty quickly, and **hot** if it's a top priority.

**Doing** is the stuff you're working on right now. You don't want to be overwhelmed trying to do half a dozen things at once so there are only three slots here. Move the jobs that are hottest from the pending column into one of the three boxes. This is where you focus your work every day.

**Done** is where you put your post-it when the task written on it is finished. Why not just bin it? Well, speaking to people who use these systems, we hear a lot of them say how motivating it is to fill up the done section of their taskboard. They might only clear it every few weeks.

And that's it! Pretty simple, but a fantastic, streamlined way of keeping on top of your work.

Of course you need to review your taskboard fairly regularly to make sure things are sitting in the correct columns. Cold, warm and hot need constant reorganising depending upon what's coming up and what your deadlines are, for example. Keep on top of it, and it'll help save your life!