

# How to Prioritize Commitments

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## Non-negotiable commitments:

- Non-negotiable commitments include tasks that have a determined time to complete or attend. For example, if you are a member of a campus club that meets every Monday at 9:00pm, that time is non-negotiable.
- Other examples include: class time, work, athletics, clubs/organizations, family commitments, Math Outreach, department tutoring, etc.

What are your non-negotiable commitments? List below all commitments you have Sunday – Saturday and include the day and time it takes place.

| Commitment:                     | Day and Time:                    |
|---------------------------------|----------------------------------|
| <i>Example: Tennis Practice</i> | <i>M, W, TH – 9:00am-10:30am</i> |
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## Negotiable commitments:

- Negotiable commitments include tasks that you can complete at any available time. For example, if you like to exercise, the time you workout can vary and work around other commitments.
- Other examples include: the time you eat, working out, socializing, self-care activities, and running errands.

Below, use the chart to identify your negotiable commitments and ideal times you would like to complete each task. Keep your mindset flexible! These times may need to move around as you develop your schedule.

| Commitment:                       | Possible Day and Time:                   |
|-----------------------------------|------------------------------------------|
| <i>Example: Getting Groceries</i> | <i>S 10:00am, SU between 4:00-7:00pm</i> |
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