

Help! I've Fallen Behind! - Workshop Handout

How to use this Handout:

This handout is designed to help you get back on track if you're feeling behind this semester. It guides you through three simple steps: reflecting on what happened, identifying what needs your attention, and creating a plan to move forward.

Start by reflecting without judgment, then use one of the prioritization tools to organize your tasks, and finally, schedule time to complete them. The goal isn't perfection—it's progress and clarity about your next steps.

Step 1: Reflect

(1) Why did I fall behind? (Let go of judgement and self-criticism as you reflect on this question)

(2) What are my goals for the rest of the term?

Step 2: Make the List

Create a list of all the tasks that you need to catch up on or are upcoming in the next two weeks. Use one of the following prioritization methods to filter your list.

Snowball Method

The Snowball Method helps you build momentum by starting with the quickest or simplest tasks first. Begin by sorting your tasks into **small**, **medium**, and **large** categories—or group them by course or assignment type. Then, focus on completing a few small tasks to gain confidence and motivation before tackling the larger, more complex ones.

Small	Medium	Large

Eisenhower Matrix

The Eisenhower Matrix helps you organize tasks by urgency (how soon something needs to be done) and importance (how much it matters to your goals). Use the organizer to sort your tasks for the week. Identify what needs to be done now (**urgent**), what can be scheduled for later (**significant**), what can be delegated (**not urgent**), and what can be deleted or set aside for the time being (**insignificant**).

URGENT		SIGNIFICANT
DO		SCHEDULE
These are vital tasks with substantial urgency.		These are critical tasks with minimal urgency.
NOT URGENT		INSIGNIFICANT
DELEGATE		DELETE
These are pressing tasks with negligible impact.		These are trivial tasks with minor urgency.

Step 3: Schedule your Time

The last step in this process is to plan when these tasks will happen during the week. Use your own calendar or the [Western fillable weekly](#) calendar to plan your upcoming week.