



Prioritizing

Being good at prioritizing competing responsibilities is an essential life skill. It goes beyond making a “to do” list, and encourages “weighing” commitments when planning, which increases effectiveness and efficiency.

Identify priorities.

Save time and effort reviewing new requests on your time and energy by narrowing down 3 things important to you. Next to each, write action items— steps you need to take. Post these in a place where you will see them every day to reinforce these choices.

Manage expectations.

In order to honor these priorities, remove things from your “to-do” list that are not urgent or important. Focus on those things that will move you towards the priorities you have posted. Cultivate flexibility in your expectations of yourself and others’ expectations of you.

Focus.

Remind yourself often what are your most important tasks, and which activities add the highest value to your life and toward your priorities. Take time to relax, have fun, and socialize, but do so with Intention, retaining control of your time and energy.

Practice saying “no,” so you can say “yes.”

Express interest and take time to consider invitations, but acknowledge there’s no way to take advantage of all good opportunities. Adopt language like, “I can’t today, but would love to when my schedule is more free,” or “I already have another commitment.”

For more information on the **USU Academic Resource Finder, Habits of Mind**
courses

and sign up with an **Academic Success Coach**, visit

Academic Belonging and Learning Excellence • usu.edu/able



UtahStateUniversity



Processing Negative Feedback

Criticism and critique never feel good, but constructive feedback from teachers and mentors can provide clear and direct recommendations on how to improve. Accepting it helps develop emotional IQ and prepares us for the workplace.

Stay Calm: Your first reaction will be negative, and that's natural. Let that first emotional wave die down and guard against being defensive. Imagine the feedback isn't meant for you, but for a program or a machine. Detach emotionally and sometimes physically. Take a walk, then take time to look for the positive.

Listen: Don't discount that you might have made mistakes. Being wrong is natural and even a positive thing as long as we learn from it. Focus on understanding how to improve. Repeat back essential points and comments.

Ask: If you imagine negative feedback as industry secrets or clues to success, it can change your mindset. Think of clarifying questions to ask as if a VIP were giving you insider information on how to succeed, because that's what it is!

Thank: Even if you disagree, thank your professor or mentor. This shows respect, as they have often put time and effort into analyzing and verbalizing how you could develop.

Visit: Written feedback can be difficult because it's easy to misinterpret tone. Schedule a visit with your professor or mentor to follow up on questions you have.

For more information on the [USU Academic Resource Finder](#), [Habits of Mind](#) courses

and sign up with an [Academic Success Coach](#), visit

Academic Belonging and Learning Excellence • usu.edu/able



UtahStateUniversity