



TASK PRIORITIZATION FOR EFFECTIVE STUDYING

Ahmadjonova Hulkar Muhammadjonqizi

Sobirova Feruza Islomjon qizi

f.sobirova@uzswlu.uz

Annotation: *This article highlights the importance of prioritizing tasks for effective study. It explains how students can improve their productivity by organizing their work, allocating time wisely, doing important tasks first and reducing distractions. The article shows methods for evaluating tasks by their level of urgency, duration, and complexity, and provides practical recommendations for planning their study process. This approach can help students reduce stress, increase their study efficiency, and achieve their goals faster*

Key words: *task prioritization, study-time planning, importance-urgency evaluation, high-priority academic tasks, strategic study scheduling, workload organization, effective time management, goal-based task sorting, focusing on essential tasks*

Prioritizing tasks for effective studying: Effective study is not just about spending a lot of time; it also depends on students' ability to organize and prioritize tasks. Research shows that time management and task prioritization are directly related to a student's motivation to study and academic success. By prioritizing tasks, students can allocate their limited time to the most important tasks, reduce stress, and increase productivity (ResearchGate, 2025). Research shows that prioritizing tasks helps students isolate high-impact tasks. In a study by Siresha and Kodali (2024), students' use of prioritization strategies was associated with improved academic performance. Meanwhile, Sayari and colleagues (2017) found that prioritizing tasks was significantly associated with academic success.

The Eisenhower Matrix (Eisenhower, 1954) is also an effective way to prioritize tasks. This matrix divides tasks into four groups based on urgency and



importance, helping students determine which task need to be completed immediately, which can be scheduled, and which can be completed later. Tracy (2017) recommends the "Eat That Frog" method, which is to increase productivity and reduce procrastination by completing the most difficult tasks first.

Many successful students and experts, including time management and prioritization experts, have found that organizing tasks properly helps students develop discipline. By prioritizing tasks and doing them first, students focus on them rather than avoiding difficult or Boring tasks. This reduces procrastination and builds effective study habits.

Empirical research shows that students with prioritization skills perform better academically and experience less stress (International Journal of Education Humanities and Social Science, 2024; IJPR, 2025). A structured study plan can help students maintain discipline, avoid procrastination, and develop sustainable study habits (StudySuccess Resources, 2025).

Energy management: Everyone's energy levels fluctuate throughout the day. Doing your most important and challenging tasks during your peak energy times can significantly increase your productivity.

80\20 rule (paretos principle): Typically, 80% of results come from just 20% of information during your study and focus on it.

Effective Applications:

Notion or Trello –task management

Google Calendar –time planning

Forest focus

Anki-for spaced repetition

Long- term benefits

Proper sequencing will bring significant changes not only in the learning significant changes not only in the learning process, but also in life in general:

Stress Reduction- everything is under control

Use time efficiently- avoid wasting time on unnecessary tasks



Higher results-deeper mastery

Balance-balance between study and rest

Conclusion: Everyone has a different learning style,energy level,and lifestyle.You can create a grading system that works best for you based on the methods and principles outlined above.The most important thing is to get started and stay consistent.Start small and work your way up to more complex systems. Prioritizing tasks is an integral part of effective learning . By identifying the most important tasks,planning them,and completing them with discipline,students can improve academic performance,manage their time effectively,and reduce stress.

REFERENCES:

International Journal of Education, Humanities and Social Science. (2024). Articles on effective learning and time management.

International Journal of Progressive Research in Education (IJPRP). (2025). Student learning strategies and academic success.

StudySuccessTips. (2024). Effective study habits for students.

Capital Strategie. (2025). Strategic planning and prioritization in education.

Student Success Resources. (2025). Managing time and reducing academic stress.

Tracy, B. (2017). Eat that frog!: 21 great ways to stop procrastinating and get more done in less time. Berrett-Koehler Publishers.

Frontiers in Education. (2025). Research on learning strategies and student performance.

RSI International. (2025). Educational research and student development.

ResearchGate. (2025). Academic articles on learning and prioritization.