

# 🕒 I CAN MANAGE MY TIME 🕒

## TO DO LIST

Write down everything you have to do, in no particular order.

	Due Date
● _____	
● _____	
● _____	
● _____	
● _____	
● _____	
● _____	
● _____	
● _____	

## PRIORITY LIST

Based on due date and importance, rewrite each task in order of priority.

	Check It Off
1 _____	
2 _____	
3 _____	
4 _____	
5 _____	
6 _____	
7 _____	
8 _____	

## IT CAN WAIT LIST

Did you find yourself needing more than 8 lines? It can be difficult to prioritize all of your tasks at one time, so write the lower priority items below. These tasks are not due today or tomorrow but may need to be moved to the "Priority List" soon. Once you check off each item in the Priority List, fill out a new worksheet with your updated priorities.

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## ALL ABOUT ME LIST

What two things can you do today that will make YOU happy?

● \_\_\_\_\_

● \_\_\_\_\_