





Learning to Prioritize

Between chores, homework, extracurricular activities, and hobbies, figuring out how to spend your time wisely can be a real headache! This tool will help you plan out your responsibilities according to their level of urgency and importance. So long, procrastination!

My List of Priorities

 It's pressing and I have to do it by myself. Urgent AND important	 It can wait a little longer. Not urgent BUT important	 I can ask someone to help me. Urgent BUT not important	 Activities to do once I've finished everything else. For relaxation
<input checked="" type="checkbox"/> Study 1 hour for math test	<input type="checkbox"/> Science test next week	<input type="checkbox"/> Ask my parents to buy a new duo-tang	<input type="checkbox"/> Walk my dog
<input type="checkbox"/> Correct my English homework	<input type="checkbox"/> Oral presentation in 2 weeks	<input type="checkbox"/>	<input type="checkbox"/> Play my favourite game
<input checked="" type="checkbox"/> Read 20 minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EXAMPLE

