

# 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			
 <b>It's pressing and I have to do it by myself.</b> <b>Urgent AND important</b>	 <b>It can wait a little longer.</b> <b>Not urgent BUT important</b>	 <b>I can ask someone to help me.</b> <b>Urgent BUT not important</b>	 <b>Activities to do once I've finished everything else.</b> <b>For relaxation</b>
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