

## BREAKING DOWN YOUR WEEK'S WORK

CLASS/Task	Priority (A,B,C,D)	Time needed	Done
<i>Note review</i>			
<i>Reading</i>			
<i>Homework</i>			
<i>Practice</i>			
<i>Other</i>			
CLASS/Task	Priority (A,B,C,D)	Time needed	Done
<i>Note review</i>			
<i>Reading</i>			
<i>Homework</i>			
<i>Practice</i>			
<i>Other</i>			

*Priority: A=urgent AND important; B=important; C=urgent; D=neither urgent nor important.*