

Getting organised

Weekly planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	To-do list Prioritise A, B, C ¹
Morning								Academic
Afternoon								
Evening								Personal
Night								

¹ Tasks that are **urgent and important** are labelled **A**. Tasks that are **urgent or important** are labelled **B**. Tasks that are **neither urgent nor important** are labelled **C**.

