**Name: Kunal Baghele**

**Soft Skill Assignment**

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|  | **Urgent** | **Not-Urgent** |
| **Important** | **[Manage]**   * Completing the Java project by the end of this week. * Going to mess daily twice a day. * Completing daily Java Assignments with a deadline every next day. * Completing daily Soft Skill Assignments with a deadline every next day. | **[Focus]**   * Giving time to soft skills, especially on speaking and presentation (45 days but complete asap). * Learning JavaScript (20-25 days). * Learning React (end of the week). * Daily sleep of 7 hours. |
| **Not-Important** | **[Avoid]**   * Going for a burger on Friday or Saturday with friends. (Already Planned) * Going on any fort in Pune while considering other commitments. | **[Avoid]**   * Daily mobile screen time of 3-4 hours. * Watching movie once on laptop. * Sleeping in daytime 1-2hrs. (Can be compromised) * Evening time with friends. |

**Covey’s Time Management Matrix**