Day	Time Slot	Task	Duration	Priority
Monday	09:00 - 11:00	Complete project report	2 hours	High
Monday	11:00 - 12:00	Team meeting	1 hour	Medium
Monday	12:00 - 12:30	Respond to emails	30 minutes	Low
Tuesday	09:00 - 11:00	Complete project report	2 hours	High
Tuesday	11:00 - 12:00	Team meeting	1 hour	Medium
Wednesday	09:00 - 11:00	Complete project report	2 hours	High
Wednesday	11:00 - 11:30	Respond to emails	30 minutes	Low
Thursday	09:00 - 11:00	Complete project report	2 hours	High
Thursday	11:00 - 12:00	Team meeting	1 hour	Medium
Friday	09:00 - 11:00	Complete project report	2 hours	High
Friday	11:00 - 11:30	Respond to emails	30 minutes	Low
Saturday	10:00 - 12:00	Complete project report	2 hours	High
Saturday	12:00 - 13:00	Team meeting	1 hour	Medium
Sunday	10:00 - 12:00	Complete project report	2 hours	High
Sunday	12:00 - 12:30	Respond to emails	30 minutes	Low