

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	Break	30 minutes	N/A
Monday	12:30 - 15:00	Respond to emails	2.5 hours	Low
Tuesday	09:00 - 14:00	Free time	5 hours	N/A
Tuesday	14:00 - 15:00	Review project report	1 hour	Low
Wednesday	09:00 - 11:00	Complete project report (continued)	2 hours	High
Wednesday	11:00 - 12:00	Team meeting	1 hour	Medium
Wednesday	12:00 - 12:30	Break	30 minutes	N/A
Wednesday	12:30 - 14:00	Respond to emails	1.5 hours	Low
Thursday	09:00 - 14:00	Free time	5 hours	N/A
Thursday	14:00 - 15:00	Review project report	1 hour	Low
Friday	09:00 - 11:00	Finalize project report	2 hours	High
Friday	11:00 - 12:00	Team meeting	1 hour	Medium
Friday	12:00 - 12:30	Break	30 minutes	N/A
Friday	12:30 - 14:00	Review project report	1.5 hours	Low
Saturday	09:00 - 14:00	Free time	5 hours	N/A
Saturday	14:00 - 16:00	Review project report	2 hours	Low
Sunday	09:00 - 14:00	Free time	5 hours	N/A
Sunday	14:00 - 16:00	Review project report	2 hours	Low