

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	0.5 hours	Low
Tuesday	09:00 - 09:30	Respond to emails	0.5 hours	Low
Tuesday	09:30 - 11:30	Complete project report	2 hours	High
Wednesday	10:00 - 12:00	Complete project report	2 hours	High
Wednesday	12:00 - 13:00	Team meeting	1 hour	Medium
Thursday	09:00 - 10:00	Team meeting	1 hour	Medium
Thursday	10:00 - 10:30	Respond to emails	0.5 hours	Low
Friday	09:00 - 13:00	Complete project report	4 hours	High
Saturday	10:00 - 10:30	Respond to emails	0.5 hours	Low
Saturday	10:30 - 12:30	Complete project report	2 hours	High
Sunday	10:00 - 11:00	Team meeting	1 hour	Medium
Sunday	11:00 - 11:30	Respond to emails	0.5 hours	Low