Day	Time Slot	Task	Duration	Priority
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 - 10:00	Complete project report (continued)	1 hour	High
Tuesday	10:00 - 11:00	Break	1 hour	-
Tuesday	11:00 - 12:00	Team meeting (continued)	1 hour	Medium
Tuesday	12:00 - 12:30	Break	30 minutes	-
Wednesday	09:00 - 10:00	Respond to emails	1 hour	Low
Wednesday	10:00 - 11:00	Break	1 hour	-
Wednesday	11:00 - 12:00	Team meeting (continued)	1 hour	Medium
Wednesday	12:00 - 12:30	Break	30 minutes	-
Thursday	09:00 - 10:00	Complete project report (continued)	1 hour	High
Thursday	10:00 - 11:00	Break	1 hour	-
Thursday	11:00 - 12:00	Team meeting (continued)	1 hour	Medium
Thursday	12:00 - 12:30	Break	30 minutes	-
Friday	09:00 - 10:00	Respond to emails	1 hour	Low
Friday	10:00 - 11:00	Break	1 hour	-
Friday	11:00 - 12:00	Team meeting (continued)	1 hour	Medium
Friday	12:00 - 12:30	Break	30 minutes	-
Saturday	09:00 - 10:00	Complete project report (continued)	1 hour	High
Saturday	10:00 - 11:00	Break	1 hour	-
Saturday	11:00 - 12:00	Team meeting (continued)	1 hour	Medium
Saturday	12:00 - 12:30	Break	30 minutes	-
Sunday	09:00 - 10:00	Respond to emails	1 hour	Low
Sunday	10:00 - 11:00	Break	1 hour	-
Sunday	11:00 - 12:00	Review project report	1 hour	High