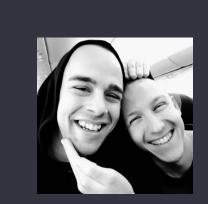
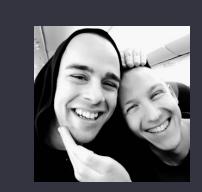
## PRIORITIZING & SCHEDULING



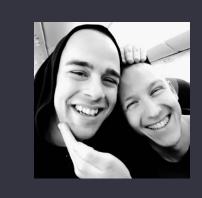
What?

Using ChatGPT to prioritize tasks and create schedules.



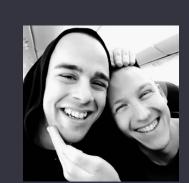
Why?

It helps manage time effectively, reduce stress, and increase productivity.



When?

When you're feeling overwhelmed with tasks, or need to manage your time better.



How?

Ask ChatGPT to help you prioritize tasks based on urgency and importance, and to create a schedule.