Student name: Natalia Savancea ID 20210592

Note: I hate written to do list – I use Outlook calendar and put down task as meetings.

I use colour coding for activities and mental notes.

**TO DO list Tuesday 8 June**

Drop off Maria to school

Finish design for Java Jungle

Print A2 poster for Hive

Meet Jane for Lunch

3.00PMGoogle meet video chat with Azhann (Prokey) -set aside ½ hour to prepare and 1 hour or so for the video meet.

Work done!

Dinner (takeaways) get ready for opera.

The Wedding of Figaro starts at 7.30pm – leave home at 6.45pm

DEAL \_ DELEGATE\_DELAY\_DUMP

|  |  |  |
| --- | --- | --- |
|  | Personal | Work/study |
| Deal | Drop off Maria to school  opera | Print A2 poster for Hive  3.00PMGoogle meet video chat with Azhann (Prokey)  Meet Jane for lunch |
| delegate | Organize takeaways for dinner | Finish design for Java Jungle |
| Delay |  |  |
| dump |  |  |

Prioritise:

Pri 2: Drop off Maria to school

Pri 3: Finish design for Java Jungle

Pri 1: Print A2 poster for Hive

Pri 4: Meet Jane for Lunch

Pri 1: 3.00PMGoogle meet video chat with Azhann (Prokey) -set aside ½ hour to prepare and 1 hour or so for the video meet.

Work done!

Pri 4: Dinner (takeaways) get ready for opera.

Pri 1: The Wedding of Figaro starts at 7.30pm – leave home at 6.45pm