**Prioritizing Your Work**

1. List the tasks you need to complete–studying, homework, reading, research, etc.
2. Write in due dates for each task.
3. Write down any hurdles that may make tasks harder to complete.
4. Estimate how long it will take to complete each task.
5. Figure out what tools and supplies you need to complete each task.
6. Rate the importance of each task.
7. After completing the task, check it off as completed.

| Task | Due By | Tools/Supplies | Hurdles | Estimated Time | Importance | ✓ |
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