

Name: \_\_\_\_\_

# Personal Management

## Requirement 8.A

List to do items for the coming week:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Now list them in order of importance.

	Activity/Chore/Project	Estimated Time	Complete by	Completed on
Most Important				
Least Important				