Getting organised

To-do list

Priority A, B, C[1]	To-do list	Time needed (for example, five minutes, two hours, or three weeks)	Completion date
	Academic:		
	Personal:		

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[1] Tasks that are **urgent and important** are labelled **A**. Tasks that are **urgent or important** are labelled **B**. Tasks that are **neither urgent nor important** are labelled **C**.