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| **To Do List** | **Minor** *(quick tasks that will take you under 1 hour)* | **Major** *(big tasks)* |
| **A** *(Must do now i.e. today)* | *Example: book train ticket* |  |
| **B** *(Should do soon i.e. this week)* |  |  |
| **C** *(Could do at some point i.e. this month)* |  |  |

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| Must (Most Urgent) | Should (Ideally you would also….) |
| Could (If you have time this would be nice) | Want (personal tasks or rewards) |

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| **To do list:***(You may want to colour code your to do list. This is known as traffic lighting. Red-STOP needs urgent attention, Amber-Almost done or deadline not urgent, Green- Ready to go/Complete)*- Search for books on Nelson- Food shop- Go for a walk- Plan essay - Do washing- Do reading for next week’s lecture |