To do list which helps you prioritise and plan your time (simple)

Fill in your tasks in the left column. In the **fun** column, rank your task out of 5, 1 being most fun and 5 being the least fun. In the **importance** column, rank your task out of 5, 1 being most important and 5 being the least important. **Do your tasks in order from lowest number to highest.**

Task	Fun	Importance