

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

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. Estimate the time (in minutes) it will take you to complete each one. Add the all 3 numbers together and put them in the **task** column. **Do your tasks in order from lowest number to highest.** When you've done it, put the actual time in the last column. This will help you plan your time more accurately for future tasks.

Task	Fun	Importance	Estimated time	Task number	Actual time