

ACTIVITY 4.4.2



Prioritise the above mentioned activities mentioning when you should do each and how much time you should allocate in each

Activities (Right them down in the order you should perform them)	Here characterize the time you should allocate to each by mentioning “allocate significant amount of time” or “try to do it very quickly”
1.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
2.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
3.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
4.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
5.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
6.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
7.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
8.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
9.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly
10.	<input type="checkbox"/> Allocate significant amount of time <input type="checkbox"/> Try to do it very quickly



Make sure that you schedule urgent activities first. Then allocate time according to their importance i.e. important activities receive more time.

