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|  | ***Most Urgent >*** | ***Least Urgent*** |
| ***Have To*** | 1. English paper due tomorrow at 11:59pm
	1. TONIGHT: Outline
	2. TONIGHT: Create and save the Word document
	3. TONIGHT: Write outline and 2 body paragraphs
2. Call friend who needs support
3. Psych exam tomorrow morning; it's on the syllabus
4. No clean shirts; he hasn't done laundry in 2 weeks
	1. Laundry while studying or while talking with your friend
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| ***Should Do*** | 1. John promised to go to dinner with his mom for her birthday today
2. 500-word (3 typed pages) English paper due tomorrow at 11:59pm
	1. TOMORROW: Write final body paragraphs and conclusion
	2. TOMORROW: Proofread and edit
	3. TOMORROW: Submit
3. History book report due in two days.
	1. TOMORROW: Read
	2. NEXT DAY: Write and submit☹
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| ***Want To*** | 1. Party tonight at his friend's apartment
2. It is not his day to work, but his boss wants him to come in for a couple of hours to help him cover a shift; probably means all night
3. 5-question open-book Biology quiz due Sunday night at 11:59pm; these usually take only 10 minutes to complete
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