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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 | |
| ***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☹ | |
| ***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 | |