NOW OR LATER

Grand Valley State University
Student Academic Success Center

DATE :

S	M	T	W	T	F	S

Complete your tasks based on totals

1-3: Later!

4-5: If you get around to it

6-7: As soon as possible

8+: NOW!

TASK	IMPORTANCE	URGENCY	TOTAL
	○○○○○	○○○○○	
	○○○○○	○○○○○	
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	○○○○○	○○○○○	
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