PLANARTY
time management solution

WEEKLY TO-DO LIST

Week number	
Date from	
Date until	

Importance	I - U	Important, Urgent: schedule it as soon as possible
	I - NU	Important, NOT urgent: schedule it after the I - U tasks
	NI - U	NOT important, Urgent: delegate it
	NI - NU	NOT important, NOT urgent: forget about it :)

Task	Length (h)	Importance *