

If you are feeling overwhelmed by all the work you have to do, complete this table then take everything in the urgent column and schedule when you are going to actually do it. At the end of the week, go through this process again.

Subjects:	URGENT Needs to be done asap.	COMING UP Tests or assignments that you should start preparing for	POSTPONE Things that you simply don't have enough time for now and can be left for the holidays or till you have more time
English			
Maths			