**Successful Time Management Strategies**

**“To-Do List”**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority** | **Task** | **When?** | **Time**  **Estimate** | ***Actual Time***  ***Taken*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |