

Raeed Karim

TIME SCHEDULE SHEET WEEK OF 4/17/23**OVERDUE TASKS:**

- Submit Spanish homework (2 days late)
- Submit English Essay (30 days late)

PRIORITY	TASK	DUE DATE	NOTES
HIGH	Spanish Homework	PAST DUE	LATE
HIGH	English Essay	PAST DUE	LATE
HIGH	Club project	TOMORROW	OTHER MEMBERS RELY ON THIS!
MEDIUM	IB Submission	Friday	If there's nothing else I can work on this
MEDIUM	Study for Math Test	Friday	I have a free period tomorrow I can spend an hour today
LOW	Extra Credit History Assignment	Next Week	I already have an A+ I don't really need it
LOW	Blog Post	Thursday	STUDYING >>> all

TIME LOG (4/18):

3:30 PM	Spanish Homework Started
3:45 PM	Break For Spanish Homework
3:50 PM	Spanish Homework Restarted
4:00 PM	Spanish Homework Complete
4:25 PM	IB Submission Worked On
4:30 PM	English Essay Started
5:40 PM	¾ Paragraphs Finished on essay - Break
5:45 PM	Continue essay
6:45 PM	Essay Finished Revising
7:00 PM	Revision Finished Submitting Essay
8:45 PM	Club Project Began
9:15 PM	Club Project Completed

TIME LOG (4/19):

2:50 PM	2 HOUR STUDY MATH TEST
4:50 PM	Math Test Study Complete
4:55 PM	IB Submission
5:25 PM	IB Submission Finished
5:30 PM	Blog Post Began
6:50 PM	Blog Post Complete
7:00 PM	Extra Credit History Assignment
7:50 PM	Extra Credit Assignment Finished

ALL WEEK'S ASSIGNMENTS FINISHED

Notes:

The following schedule is extremely minimized, it's for demonstration purposes. In a real scenario, you should spread up work between the whole week and update this regularly with all your assignments.