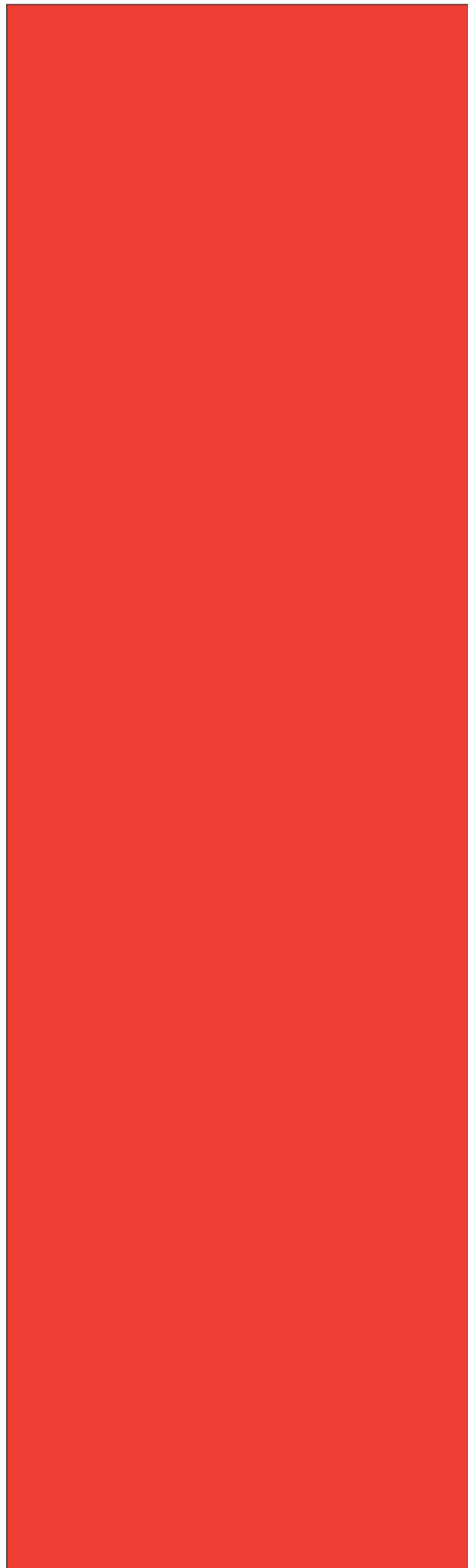


# Manage Your Time

Use yellow stickers to identify and label tasks



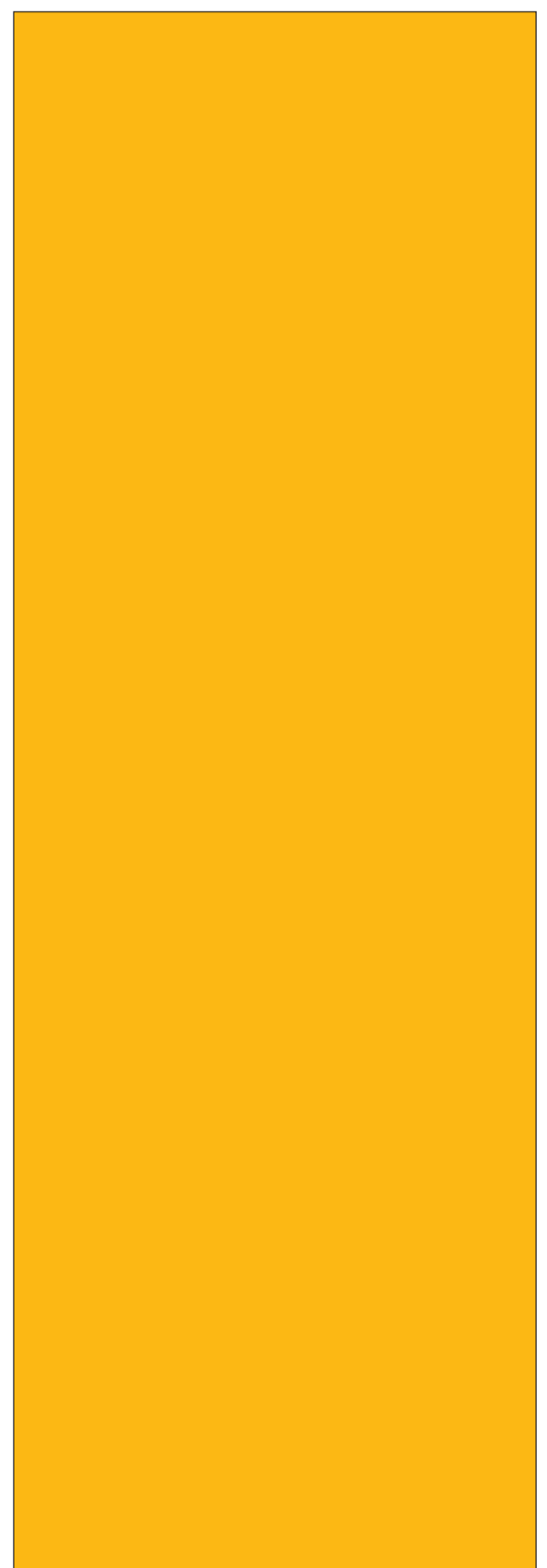
## PRIORITY



## Important



## Pending



Rank tasks in each column in order of time scale and priority