

STAY PRODUCTIVE

SO MUCH TO DO!

All of the activities below must be done today (Wednesday). Some of these activities may require you to prepare or produce material ahead of time that you'll bring with you, email or otherwise share.

Consider this list and decide how you'll get everything done (and how you'll plan your days (work, school, commitments, etc.) so you have everything you need). Then identify how long it will take you to do each item on the list, and rank them in order of priority – which you'll do first, second, etc.

On the back of this worksheet, list some of the things you thought about that helped you make these decisions.

- ___ Email your BA 260 professor to set up a time to meet and talk about not being able to meet a weekly requirement last week (the requirement counts towards 20% of your grade).
- ___ Call your niece and wish her a happy 13th birthday. She's turning 13 on Thursday, lives on the east coast (don't forget the time difference!), and you're her favorite person in the family.
- ___ Call a co-worker to trade shifts; you usually work early Thursday morning, and are hoping to work on Friday from 1 pm to 7 pm instead, but need coverage.
- ___ Meet with your business group to work on your final project; you're all bringing material to this meeting, and figuring out how integrate and move forward. This will take at least 3 hours.
- ___ Go to office hours for your math class to clear up some confusion you have about a problem; your professor's office hours are Wednesday from 2 to 4 PM.
- ___ Return the media you checked out that's due to the Valley Library media desk today at 6 PM.
- ___ Watch a rerun of the season premiere of your favorite show (it's an hour long). You missed it the first time, can't stand almost-hearing the spoilers, and it airs at 9 pm tonight.
- ___ Leave a note for your housemate to clean up all of her dishes in the kitchen and take out the recycling – you've been doing it for weeks and it's her turn.
- ___ Go to Student Health Services and get a flu shot – today is the last day that they're available, and people are still coming down with the flu!
- ___ Pick up your paycheck at UHDS and take it downtown to the bank to deposit it (the ATM on campus is broken).
- ___ Sit down to plan out the rest of your week: you want to take a day-trip to Portland on Saturday, and you have a midterm for math next Monday (and a WGSS paper due on Monday, too).
- ___ Call the new crush in your life (before someone else does!) and ask about going for a bike-ride on Friday.
- ___ Visit the writing studio to get some last help with your history paper before it's due this Friday.
- ___ Watch the recorded lecture and read the e-text for your WGSS quiz tomorrow.
- ___ Quiz yourself on yesterday's history lecture and reading to start preparing for the quiz next Monday.
- ___ Write a rough draft of the essay due in your WGSS class next Monday
- ___ Schedule a meeting with your advisor to meet and talk about fall classes and summer internship opportunities.
- ___ Go to your Intramural soccer team practice at 6 pm.
- ___ Don't forget to eat and sleep!

