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!