For Fun: Post-it Puzzle

Puzzle

Email Miss Jones to book into her office hour

Buy Adam's birthday present

Post Mum's birthday card

Finish & check coursework

Revise for aural exam

Re-read my exam notes

Colour code my exam notes

Read book for lit class

JANUARY		FEBRUARY	
MONDAY 26th *English Lit Seminar*		MONDAY 2nd *Coursework due in*	
TUESDAY 27th		TUESDAY 3rd	
WEDNESDAY 28th *Speaking and listening exam 9am*		WEDNESDAY 4th	
THURSDAY 29th		THURSDAY 5th *Written exam 2pm*	*Mum's birthday*
FRIDAY 30th *Miss Jones' office hour*		FRIDAY 6th	
SATURDAY 31st	SUNDAY 1st FEB	SATURDAY 7th *Adam's birthday party*	SUNDAY 8th

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For Fun: Post-it Puzzle

Puzzle

Activity 1: To-do list

Using the calendar as a guide, prioritise the post-it notes into a "to-do list" according to their urgency and deadline.

Hint: some notes may correspond to events quite late in the diary, but are still quite urgent.

Activity 2: Organising your time

On the calendar are some blank spaces when you have time. With the items listed on your to-do list, can you fill in the blank spaces based on when you would do each task?

Discuss your answers in a group. Are they different? If so, discuss why you have chosen to organise your time differently.

Remember: everyone prioritises differently, so there aren't necessarily any right or wrong answers!

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GETTING ORGANISED

For Fun: Post-it Puzzle

Puzzle with hints

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MACMILLAN LIFE SKILLS

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For Fun: Post-it Puzzle

Activity 1: To-do list

Using the calendar as a guide, prioritise the post-it notes into a "to-do list" according to their urgency and deadline.

Hint: the most urgent notes are in red, middle-importance tasks are in orange then yellow, and the latest tasks on the list are in green.

Activity 2: Organising your time

On the calendar are some blank spaces when you have time. With the items listed on your to-do list, can you fill in the blank spaces based on when you would do each task?

Discuss your answers in a group. Are they different? If so, discuss why you have chosen to organise your time differently.

Remember: everyone prioritises differently, so there aren't necessarily any right or wrong answers!

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For Fun: Post-it Puzzle

Answers

Activity 1: To-do list

Activity 2: Organising your time

Below are suggested answers, these may be different depending on how you prioritise different tasks.

JANUARY

MONDAY 26th *Read book for lit class* *English Lit Seminar*	
TUESDAY 27th *Colour code my exam notes* *Revise for aural exam*	
WEDNESDAY 28th *Speaking and listening exam 9am*	
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MONDAY 2nd *Coursework due in* *Post Mum's birthday card*	
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