PRESCRIPTION *for a* HEALTHY OAKLAND

TIME MANAGEMENT

Directions: The following table has been made to help you manage your time more efficiently. Prioritizing your duties is a great way to stay organized and decrease stress. Please fill in the table below.

Urgent/Important (Complete this today)	Urgent/But it is Important (Complete within the week)
Urgent/Not Important (Complete Within 1-3 days)	**Not Urgent/Not Important (Complete This Last)**