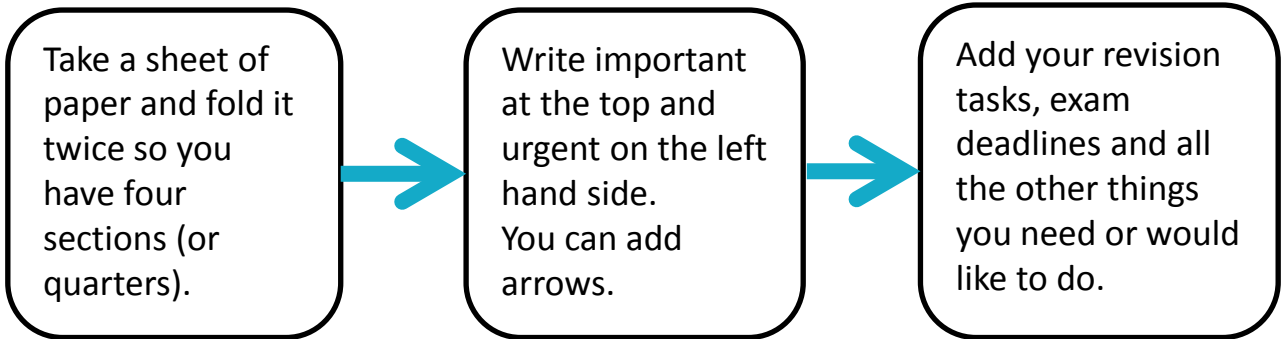
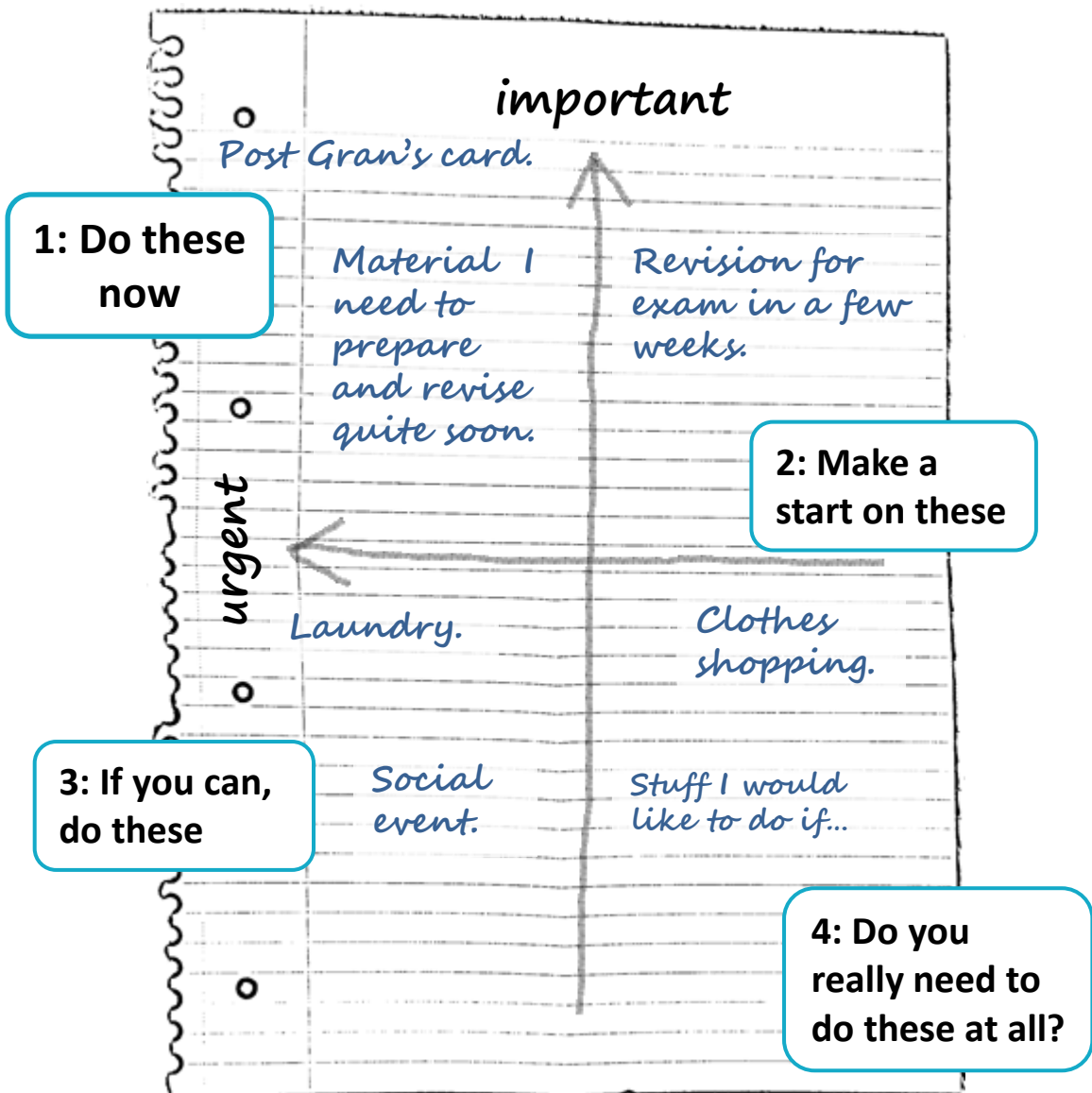


A way to prioritise: Revision

Sort out what's urgent and what's important:

1: Do these now

2: Make a start on these

3: If you can, do these

4: Do you really need to do these at all?

Think carefully about anything you have listed in the bottom right hand corner of the paper. Be prepared to bin some things or leave them for holiday periods. Sometimes we can't do everything.

