

What's On Your Plate????

Use Text Boxes to fill your plate with the things that take up your time during the day

Use **BLUE** letters to type tasks that are URGENT/VERY IMPORTANT

Use **Yellow** letters to type tasks that are Important but not urgent

Use **Red** letters to type task that are not important or urgent at all.

After you are finished highlight in **Purple** the top 5 tasks you SPEND THE MOST TIME ON.

**** Create a new slide and honestly reflect on if you spend the right amount of time on the important things in your life or do you spend more time on things that are not?**

