# Instructions

1. On Tuesday’s after our meeting, write down what task(s) you will be working on during the upcoming week and what should be done by Monday.

2. During your work week, continuously estimate and put into the table below how many hours spent on different tasks (e.g. reading, discussing, writing, thinking, other).

3. Reflections. Write briefly - did it go well or not? What do you need to do more and/or less of next week?

4. Email to absolutebba@gmail.com no later than Monday 1pm.

**Week:**

**Tasks:**

**Time management:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Monday** |
| Reading |  |  |  |  |  |
| Discussing |  |  |  |  |  |
| Writing |  |  |  |  |  |
| Thinking |  |  |  |  |  |
| Other |  |  |  |  |  |
| Total hours |  |  |  |  |  |

**Reflections:**