

MWCC Business Readines MOOC: Time Management Diary

<u>Time</u>	<u>Task</u>	<u>Rank*</u>	<u>Time</u>	<u>Task</u>	<u>Rank*</u>
12:00 AM			12:00 AM		
12:30 AM			12:30 AM		
1:00 AM			1:00 AM		
1:30 AM			1:30 AM		
2:00 AM			2:00 AM		
2:30 AM			2:30 AM		
3:00 AM			3:00 AM		
3:30 AM			3:30 AM		
4:00 AM			4:00 AM		
4:30 AM			4:30 AM		
5:00 AM			5:00 AM		
5:30 AM			5:30 AM		
6:00 AM			6:00 AM		
6:30 AM			6:30 AM		
7:00 AM			7:00 AM		
7:30 AM			7:30 AM		
8:00 AM			8:00 AM		
8:30 AM			8:30 AM		
9:00 AM			9:00 AM		
9:30 AM			9:30 AM		
10:00 AM			10:00 AM		
10:30 AM			10:30 AM		
11:00 AM			11:00 AM		
11:30 AM			11:30 AM		
12:00 PM			12:00 PM		
12:30 PM			12:30 PM		
1:00 PM			1:00 PM		
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9:00 PM			9:00 PM		
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10:00 PM			10:00 PM		
10:30 PM			10:30 PM		
11:00 PM			11:00 PM		
11:30 PM			11:30 PM		
12:00 AM			12:00 AM		

* Use these to code the tasks:

(A- too much time; B- B combine with other tasks, C- waste of time, D- someone else's work)