# Daily to do list

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| --- | --- | --- | --- | --- | --- |
| Task | Priority | Concentration level required | Time allotted | Done ✓ | Reward |
| **High** | **Low** |
| Reading for tomorrow’s lesson | 2 | **✓** |  | 1 hour |  | TV tonight |
| Create essay plan | 1 | **✓** |  | 2 hours |  | Posh coffee |
| Organise folder of notes | 3 |  | **✓** | ½ hour |  | Tea break |
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