**Now or Later**

**Complete your tasks based on totals:**

1-3 = Later! | 4-5 = If you get around to it | 6-7 = As soon as possible | 8+ = Now!

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| **Task** | **Importance (1-5)** | **Urgency (1-5)** | **Total** |
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**A close-up of a logo

Description automatically generated**