YORK ST JOHN UNIVERSITY

Library & Learning Services



1. This week's top	
priority:	
Three tasks I can do to achieve it:	1.
	2.
	3.
How much time do I aim to spend on it?	
What challenges do I expect to encounter?	
2. This week's	
second priority:	
Three tasks I can do to achieve it:	1.
	2.
	3.
How much time do I aim to spend on it?	
What challenges do I expect to encounter?	
3. This week's	
final priority:	
Three tasks I can do to achieve it:	1.
	2.
	3.
How much time do I aim to spend on it?	
What challenges do I expect to encounter?	