

PRIORITISING

There will be **more and more** activities requiring your time:

- the secret is to arrange them in order of importance
- this is called **prioritising**.

These activities fall into two categories:

- those you have no choice in, the **musts**
- those you have a choice in, the **options**.

Musts include - Study and homework, household jobs, family commitments.

Options include - TV, socialising, leisure pursuits.

Write a list of these activities indicating whether they are musts or options.

Put the **options** in order of importance:

- give this considerable thought
- get it right first time
- don't forget to include some time for quality leisure and relaxation.

Fill in your Musts and Options on page 179.

Musts

Options

"Weigh up your options." Anon.

PROBLEM

MAP SCALES

- (a) Which would be the bigger map, a scale of 1:150,000 or 1:130,000?
- (b) If you blink 20 times per minute, how many times will you blink in a day? Assume that you are awake for 14 hours.
- (c) $(9 - 9 \times 2) \times -3 + 2$

VOCABULARY BUILDER

cheque	bewilder
efficient	exclamation
lightning	irrigate
awkward	unwieldy
gaudy	variance

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday