Project/Action/Goal (Stuff To Do)

GOAL: What I Need/Want to Accomplish: *(Start with the End Result in mind!)*

Why I Am Doing This: *(Difficulty in getting started, sustaining interest or completing a project is greatly affected by your motivation.)*

_____ I Want to   _____ I Need to   _____ I was Asked/Told to do this by _____

Circle a Number for Each Question

INTEREST – How I feel about doing it ……………… **EXCITED** **1 2 3 4 5** **DEPRESSED**

IMPORTANCE – How critical it is …………………… **EXTREMELY** **1 2 3 4 5** **NOT AT ALL**

CLARITY – My comfort level with doing this ……. **CONFIDENT** **1 2 3 4 5** **CONFUSED/PANICKED**

PRIORITY – How soon it must be done …………… **YESTERDAY** **1 2 3 4 5** **WHENEVER**

What Will be Different when this is Complete: *(The Benefit to YOU)*

Resources Needed: *(Approximate Time, Money, Supplies, People, etc.)*

How Can I Best Get it Done?

1. **Break this Project down into 'Baby Steps.'** These are **Tasks that you can accomplish in a single Working Time Block**. A Working Time Block may vary in length, depending upon the Task, but it is limited by the length of time you can comfortably stay focused. Usually, the more you want to avoid a Task, the shorter the Time Block you assign to working on it, to help you just get started. (You can work on *anything* for 10-15 minutes). Use a Timer! If necessary, continue the single Task in a second Time Block.

2. **Review the component Tasks to determine whether each Task will still be 'do-able' in just 1-2 Working Time Blocks.** (Things often take longer than we think they will, so consider doubling your time estimates.) If some Tasks will take longer, further split them up ('chunk down').

3. **D**e**cide the logical order for completing each Task**. Put that number in the Priority Column.

4. **Work backwards from your deadline** (if you have one). **Assign times** when you can *realistically* work on each Task.

5. **Enter these on your Calendar as Task-Appointments.**

PROJECT NAME: _____ **TODAY:** _____ **DUE:** _____

PRIORITY ORDER	SPECIFIC TASKS	TIME NEEDED	DATE ASSIGNED
1	***Create a Task List for this Project!*** *(Always the first step)*		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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