Breaking-Down Large Projects

**Step 1:** Write down all of the pieces

**Step 2:** Prioritize items
  - Which tasks will take the longest?
  - Do any tasks run simultaneously?
  - Do some tasks need to come before others?

**Step 3:** Determine potential roadblocks
  - Which item(s) may be most difficult to accomplish?
  - What other obligations do you have coming up?
  - At what point do you think you may be tempted to procrastinate?

**Step 4:** Make a proactive plan to avoid roadblocks

**Step 5:** Determine when – time and day(s) you will work on each part

**Step 6:** Assign smaller deadlines *(Include incentives for yourself if you meet these goals!)*

**Step 7:** Refer back often to larger to do list to retain big picture

**Step 8:** Take time for reflection and questioning
  - Are you meeting goals?
  - Are you working within the scheduled time?
  - Are you taking breaks and keeping balanced?

*If not, how are you going to regroup and get back on track?*

*If yes, celebrate your progress and successes!*

**Step 9:** Complete and submit the project

**Step 10:** Celebrate!
Project:

Current Date:

Due Date:

Number of days to complete:

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<thead>
<tr>
<th>Task</th>
<th>Priority #</th>
<th>Roadblock</th>
<th>Proactive Plan</th>
<th>Work Date(s)</th>
<th>Due Date</th>
<th>Incentive</th>
<th>Completed</th>
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TLC September 2015