

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:

Task	Priority #	Roadblock	Proactive Plan	Work Date(s)	Due Date	Incentive	Completed