Task Management: Making the Impossible a Possibility or How to Make a Long-Term Goal a Reality

First, select a long-term goal or a major class assignment that you know you will need to complete. Next, divide the assignment into its component parts. After that, estimate the time necessary to complete each step. Be realistic! It will also be helpful to you to record the actual date you expect to have each step completed. Finally, transfer these tasks to your semester calendar. (Be sure to use a pencil.)

The long-term goal/project I would like to complete is _____________________________________________

I can accomplish this long-term goal/project by finishing the following tasks: by these dates:

1. 
2. 
3. 
4. 
5. 
6. 
7. 