****

**Breaking a Project into Parts**

This worksheet will help you break a task down in smaller parts. This makes the project more manageable and will help you get started on it more easily. It will also help you spread the work out so that you can meet the deadline.

1. Write the project name and due date.
2. Think about all the steps required to complete the project (ie. Find articles, read articles, create outline/mind map, write first draft, edit). It may help to write these steps down on another piece of paper first.
3. Enter these steps in order in the Task Boxes.
4. Start with the last Task Box (right side of the page), work backward to determine when each step needs to be completed in order to meet the project deadline.

Note: This requires you to estimate how long it will take to complete the required work. Please see the Increasing Time Awareness on Tasks worksheet to improve your time estimation skills.

1. Record these due dates in your planner if you are using one.

Note: This requires you to be using a planner. See the Using a Planner section of the website for information on how to use a planner.

1. Write the subtasks down for each Task (ie. the name of each article that needs to be read under the “read articles” Task). You can then cross these out as you complete them.



**Breaking a Project into Parts**



