



Breaking Down Large Tasks

Task _____

Due Date _____

Subtasks:

Task _____

Due Date _____

Subtasks:

Task _____

Due Date _____

Subtasks:

Task _____

Due Date _____

Subtasks:



Tasks to Do

Week: _____

Assigned Work

Unassigned Work

Classes:

<i>Homework, quizzes, tests, lab reports, papers, projects, etc.</i>		<i>Reading, optional problem sets, etc.</i>	
Due this week	Due later	Ungraded	

Other: