

Breaking Down Large Tasks

Task				
Due Date				
Subtasks:	Subtasks:			
Task	_			
Due Date	Due Date			
Subtasks:	Subtasks:			



Tasks to Do

Wee	k:		

	Assigned Work	Assigned Work			
Classes:	Homework, quizzes, tests, lab reports, papers, projects, etc. Reading, optional problem sets, etc.			Re-making notes, self- quizzing, etc.	
Classes:	Due this week	Due later	Ungraded		
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Other:					