

Worksheet for Setting Deadlines

Project Name: _____ **Final Deadline:** _____

Why is this project important? _____

What are the things you need to complete this project? _____

What do you need help with? _____

Additional notes: _____

After Completion

Did you meet all of your deadlines? _____

What did you do well throughout the process? _____

What can you improve next time? _____



Step 1: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 2: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 3: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 4: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 5: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____



Step 6: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 7: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 8: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 9: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

Step 10: _____

Time Limit: _____ Day and Time I Will Work on It: _____

Date of Completion: _____

Notes: _____

