

MICRO-GOALS PLANNER

A project isn't one task. It's a sequence of smaller ones. Use this sheet to find them.

My project / task:		Final deadline:	
---------------------------	--	------------------------	--

Break it down: Answer these to find your micro-goals.

1. *What are the 2–4 major pieces that make up the finished product?*
2. *What needs to happen first before you can move on to the next step?*
3. *Which part are you most likely to put off, and why?*

Your Micro-Goals (work backward from your deadline—fill “Complete By” from the bottom up)

Micro-Goal	I'll Know It's Done When...	Est. Time	Actual Time	Complete By
Decision Point*				

***Decision Point:** A choice you have to make before you can plan the next steps (e.g., commit to a thesis, choose which programs to apply for, etc.)

After completing the project: How accurate were your time estimates? What would you change next time?

MY SCHEDULE

Use the following chart to plan out your own schedule.

	Day 1	Day 2	Day 3
6 AM			
7 AM			
8 AM			
9 AM			
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			
9 PM			
10 PM			
11 PM			