**Step 1:** Write down all of the pieces

**Step 2:** Prioritize items

• Which tasks will take the longest?

• Do any tasks run simultaneously?

• Do some tasks need to come before others?

**Step 3:** Determine potential roadblocks

• Which item(s) may be most difficult to accomplish?

• What other obligations do you have coming up?

• At what point do you think you may be tempted to procrastinate?

**Step 4:** Make a proactive plan to avoid roadblocks

**Step 5:** Determine when – time and day(s) you will work on each part

**Step 6:** Assign smaller deadlines *(Include incentives for yourself if you meet these goals!)*

**Step 7:** Refer back often to larger to do list to retain big picture

**Step 8:** Take time for reflection and questioning

• Are you meeting goals?

• Are you working within the scheduled time?

• Are you taking breaks and keeping balanced?

***If not, how are you going to regroup and get back on track?***

***If yes, celebrate your progress and successes!***

**Step 9:** Complete and submit the project

**Step 10:** Celebrate!