



TASK PLANNER

In the same way we use recipes to give us a step-by-step plan for achieving success, we can use a **TASK PLANNER** for completing daily projects at work and home. Planning the steps you need to follow ahead of time will help you get started, stay on track, monitor your progress, and complete your task successfully. Use this **TASK PLANNER** for everything from paying your bills to planning a trip or completing an assignment at work.

Identify The Task Or Goal You Are Trying To Reach	
Task Name:	Goal:
Purpose:	Target Completion Date/Time:

Gather The Materials You Will Need (Check Them Off As You Get Them Together)	
1.	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>
5.	<input type="checkbox"/>
6.	<input type="checkbox"/>

List The Steps You Will Follow	Amount Of Time Planned Per Step
1.	
2.	
3.	
4.	
5.	
6.	

Complete The Task / Post Task Review	
Was I successful in organizing and completing the task?	
Did it take more time or less time than anticipated?	
What could I do differently next time to make it easier?	