



Date Subject

Name

Due Date

Breaking It Down

Considering all aspects of a task
Adopting effective work methods

Assignment ▶

List all the components of your assignment, and fill in what you need to do to accomplish this component.
Keep in mind the due date and plan how long you think it will take to complete each step.
Set yourself individual due dates, and check off each as they are completed. ▼

Assignment component	To Do	Due	Done
<input type="checkbox"/> Background Research		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Evaluation		<input type="checkbox"/>