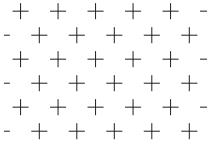**Entrepreneurship**

Date_____

Name_____

**Breaking it Down**

Carries out the project

# Project ▶

**List** all your project tasks, and fill in what you need to do to accomplish each task.
**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. ▼

| Steps | To Do | Due | Done |
|---|---|---|---|
| ☐ Write up interview questions | | ------------------- | ☐ |
| ☐ _____ | | ------------------- | ☐ |
| ☐ _____ | | ------------------- | ☐ |
| ☐ _____ | | ------------------- | ☐ |
| ☐ _____ | | ------------------- | ☐ |
| ☐ _____ | | ------------------- | ☐ |
| ☐ Evaluation | | ------------------- | ☐ |