Take Action

Choose one task/project and break it down:

Task: ___________________________________________ Due Date: ______________________

Step 1: ____________________________________________
  When I plan to tackle this step: __________  How long this will take me: __________
  Where I am going to complete this step: _______________
  Materials needed: __________________________________
  Reward for finishing this step: _________________________

Step 2: ____________________________________________
  When I plan to tackle this step: __________  How long this will take me: __________
  Where I am going to complete this step: _______________
  Materials needed: __________________________________
  Reward for finishing this step: _________________________

Step 3: ____________________________________________
  When I plan to tackle this step: __________  How long this will take me: __________
  Where I am going to complete this step: _______________
  Materials needed: __________________________________
  Reward for finishing this step: _________________________

Step 4: ____________________________________________
  When I plan to tackle this step: __________  How long this will take me: __________
  Where I am going to complete this step: _______________
  Materials needed: __________________________________
  Reward for finishing this step: _________________________