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: _____