

Task Management Log

Directions:

Break down your long-range assignment into sub-tasks, or steps, to be completed in a sequence. Think about all of the things that you must do in order to complete the assignment. For example, tasks for an essay could include: brainstorming topics, researching, outlining, writing a thesis, and so on. To complete your assignment on time, use the following log to pre-plan and manage your work on this assignment.

Assignment: _____

Final Due Date: _____

| Tasks | Date to be completed by: | Check when complete |
|-----------|--------------------------|---------------------|
| Task #1: | | |
| Task # 2: | | |
| Task # 3: | | |
| Task # 4: | | |
| Task #5: | | |
| Task #6: | | |