

Project To Do

This worksheet does double duty as a To Do list and supplemental pages for the Project SMART worksheet. It is not meant to be a To Do list for the dozen or so items that you need to grocery shop for but to handle more complex situations where some evaluation is necessary. This worksheet can be helpful in evaluating and deciding between a number of available options after first just brainstorm listing all of them.

To Do

The line and spacing after the **To Do** can be used for any identification of what this list is about. If needed you can of course just ignore the **Project** and **Specific** heading and use this space for whatever you find useful.

Dates when items are to be done or have been completed can be entered on each second item line as well as making use of the simple check-off box if dating is not important. (Of course you can enter the date to be done and check the box when completed if this is a better arrangement.) There is a space after the item listings where a final completion date or simple completion check-off can be entered.

There are boxes at the front of each double line item entry. One box can be used to create the sequence items are to be done in if the items were listed ah-hoc as thought of. The second box can be used to give an importance rating to each item. For example: each item can first be given an importance rating and then these ratings can be used to help establish the order the items are to be done in. The Priority Ranking Key letters C and E are left open so you can use your own ranking words. The **Custom ordering** allows you complete freedom to create any sort of system for evaluating the items that you feel is appropriate

Supplemental ACTION Measures

The header from the Project SMART worksheet is repeated with an extra box at the top front of the **Specific** detail lines to allow for a numbering of these sheets. The space on and after the **To Do** line can be used to record if this is a special function supplemental sheet, etc.

Printing Instructions

The worksheet can be printed back to back on the same sheet and then cut in half and hole punched for a half letter size binder. A one side printed sheet can also just be three hole punched at the top long side for regular letter sized binders. If this worksheet is worked as a letter size page it can then be folded in the center and hole punched to store in a half letter size binder. I use a zippered case that is handy everywhere.

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