Time Management Tip of the Day:
Give yourself enough time to work on difficult priority tasks

Project Task List

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Project or Assignment _____ **Due Date** _____

Be sure to reference this task and the steps in your Semester Plan (Activity 1.2B)

List of Activities or Steps to be done to reach the goal	Time Estimate 150-200%	Start Date	End Date	Completed ☑
i.e. Research my topic and obtain 5 sources	10%	Sept.10	Sept.17	☐
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