## Time Management Time Management Tip of the Day:

Give yourself enough time to work on difficult priority tasks

**Project Task List**

# Project or Assignment

**Due Date**

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

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| **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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