Steps, Time, Mapping Project: Final Due Date:

Task	Date Planned/Due	Budgeted Time	Completed	Resources/Notes

Keep reading for another way to approach the planning of long-term projects.

Another way to manage large projects that you may procrastinate on is to break them down by date. Here is a simple way to organize your assignments. Take the steps you created in the STM and then drop them into this template when you think you'll be most likely to be successful in completing them. This can also be used for other areas of life if you are not a student. For example, instead of "Class Name", you could put "Home", "Work", "Volunteering", "Kids", etc. This kind of organizer is great for working backward. Put the final project or exam in on its due date and then work backward, figuring out when you'll be able to work on it.

Date	Class Name	Class Name