

Major Task You Must Accomplish:				
Three specific reasons to get it done			Three specific reasons you don't want to start	
Target Date or Time to Finish	"To Do" Order	SMALLER STEPS. Divide this project into ten steps. Some may involve more work or time than others.	Time Estimate (how much time should you spend?)	Check it off!

- Identify the task and some reasons to do it (and some reasons you might avoid starting).
- Break it into smaller tasks.
- Place a * next to one or two steps for which it is worthwhile to be "perfect."
- Regardless of the order in which you wrote the steps, consider the best order for completing them, and number and set "due dates" accordingly.

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