



# Project Worksheet



**Step #1: ACTION STEP** - Fill in your action steps. These can be in any order. Each action step must be the smallest step possible. For example: Create presentation could consist of multiple steps . . . Outline Presentation, Create Title, Research Quotes, Create Graphics, etc.

**Step #2: ESTIMATED TIME** - Estimate the amount of time you think each action step will take

**Step #3: ADJUSTED TIME** – Often we underestimate the amount of time an action step will take. To counteract this – use a multiplier. If you have completed the task before, multiple your estimated time by 1.5. (For example, if you think a task will take 20 minutes – adjust the time to 30 minutes.  $20 \times 1.5 = 30$ ) If you have not completed the task previously, use a multiplier of 3. (For example, the same 20 minute task would be adjusted to 60 minutes.  $20 \times 3 = 60$ .)

**Step #4: SUPPLIES** – List the supplies needed to complete the action step. If you need to purchase supplies, make sure this task is included in your action steps.

**Step #5: PERSON RESPONSIBLE** – Assign a person to complete the task. NOTE: Not every task needs to be completed by YOU!

**Step #6: REWARD** - What is your reward for completing the action step? Not every action step needs a reward, however, be strategic here. If you anticipate a struggle completing a step – factor in a reward!

**Step #7: NUMBER YOUR STEPS** - Place a 1 next to your first action step, a 2 next to your second action step, etc.

**Step #8: ESTIMATED DATES** – Decide on target start dates for each step. Put these target dates into your calendar.

**Step #9: RESOURCES** – What are the resources you have available to you?

**Step #10: SUCCESS** – Define success. What will a successful project look like? Is it completed? Is it started so someone else can finish? Is it perfect? Is it done?

**Step #11: HELP** – How will you know if you need to bring in some support or help?