LONG TERM PROJECTS: Break them down into smaller tasks

Name of Course _____

Name of Project _____

Project Due Date _____

Task	Time Needed	Complete by
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Course _____

Name of Project _____

Project Due Date _____

Task	Time Needed	Complete by
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Choose a class you have an exam in - give the:
- Name of the class _____
- Date of the exam _____
- Type of exam: __ T/F, __ multiple-choice, __ short answer,
         __ matching, __ essay
- Topics/material on the exam_____
- Percentage of your final grade _____

Make a review schedule, including:
- <u>Dates:</u> you will review (write the date in the small square)
- <u>Time:</u> length of time you wll review on those dates
- <u>Specific Material:</u> (which text pages, lecture notes, etc.) you will review on those dates
- <u>Study Strategies:</u> (self-test, study cards, study group, previous tests, etc.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Choose a class you have an exam in - give the:
- Name of the class _____
- Date of the exam _____
- Type of exam: __ T/F, __ multiple-choice, __ short answer,
          __ matching, __ essay
- Topics/material on the exam_____
- Percentage of your final grade _____

Make a review schedule, including:
- <u>Dates:</u> you will review (write the date in the small square)
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