

Breaking Down Larger Assignments

Attach this to the RUBRIC.

Assignment Description: _____

Assignment Due Date: _____

	Task	Due Date
1.		
2.		
3.		
4.		
5.		
6.		

Things to Remember:

1. Always double check the RUBRIC when you think your project is complete.
2. Check in with your teacher to make sure you are on the right track throughout the project.
3. Don't be afraid to ask for help!

Calendar View

1. Write in due date of project on the calendar.
2. Fill in the dates between the current day and the due date.
3. Place the tasks from the chart into the calendar so you have a weekly/monthly view of what you need to do.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date Task							
Date Task							
Date Task							
Date Task							