

MAP: Managing Assignments and Projects Strategy

Directions: Print pages back-to-back on paper or card stock. After printing, trim the edges and use this 2-sided card as a practical tool to support organizational skills. Laminate for durability and multiple use.

MAP: Managing Assignments and Projects Graphic Organizer		
Student Name:		
1. Identify the project assignment and final due date.		
2. Brainstorm the steps needed to complete the assignment. Use a calendar to find due dates for each step.		
3. Write each action step on a sticky note, with the due date in the top corner.		
4. Place each sticky note on your MAP GO in the left column, starting at the top with steps that need to get done first .		
5. Move tasks that are started, and in progress, to the middle column of the MAP GO.		
6. As each task is completed, move it to the last column on the right side of the MAP GO. <i>Your goal is to move each sticky note (step) to the right side of the MAP GO.</i>		
7. For multiple assignments, repeat steps 1-5 using different colored sticky notes, and add to your MAP GO as a visual reminder of the tasks and due dates.		
Not Yet Started	In Progress	Finished
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This resource can be found in:

FLIPP the Switch 2.0: Mastering Executive Function Skills from School to Adult Life, by Carol Burmeister, Sheri Wilkins, and Rebecca Silva. Published in 2021, by AAPC Publishing, Shawnee, KS.

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Directions for Learners

When and How to Use MAP

You can use the MAP Graphic Organizer to plan and organize your assignments and projects when you have too much to do and feel overwhelmed. Follow these steps for using MAP.

- Choose a place to keep the MAP Graphic Organizer such as:
 - your binder or folder,
 - your computer or electronic device,
 - a spot in your class or other place with easy access.
- When you feel stressed because you have a lot of work to do, use the MAP Graphic Organizer (GO). Write each task and date on a sticky note, putting the sticky notes on the columns of the GO, and moving each note over until all the tasks are in the “Finished” column.

After you use MAP, it’s a good idea to debrief with your teacher or another adult so you both are aware of your assignments and projects. She can support you as you MAP out your steps and get everything done.

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