

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. *Your goal is to move each sticky note (step) to the right side of the MAP GO.*
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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