

## ***TASK ANALYSIS***

- ❑ Break assignment tasks down into the jobs that have to be done
- ❑ Write them down in the order you will need to do them and how long each step will take.
- ❑ Write down the due date.
- ❑ Work backwards from this date to plan when you will have to start each step.
- ❑ Tick off tasks as they are completed

Assignment Task \_\_\_\_\_ Subject\_\_\_\_\_

| Steps | What has to be done                       | Date     | Completed |
|-------|---|----------|-----------|
| 1     |   |          |           |
| 2     |   |          |           |
| 3     |   |          |           |
| 4     |   |          |           |
| 5     |   |          |           |
| 6     | Allow time for typing up and presentation |          |           |
| 7     |   | Date Due |           |