

2. The tropical vacation scenario (or one like it) works great for short-term projects. For longer-term ones, set deadlines and subdeadlines for every task and activity on your to-do list. Use the chart to organize your time for some longer-term goals.

Goal 1:	
Deadline:	
Task 1:	
Subdeadline:	
Task 2:	
Subdeadline:	
Task 3:	
Subdeadline:	

Goal 2:

Deadline:

Task 1:

Subdeadline:

Task 2:

Subdeadline:

Task 3:

Subdeadline: