

PROJECT WORKSHEET

Project: _____ System File: _____ Due: _____

#	Action Step	Est Time	Adj time (x1.5 or x3)	Supplies	Person Responsible	Reward	Est Date (s)

Resources Available:

What does success look like?

When do you need help?

PROJECT WORKSHEET

Step #1: ACTION STEP - Fill in your action steps. These can be in any order. Each action step must be the smallest step possible. For example: Create presentation could consist of multiple steps . . . Outline Presentation, Create Title, Research Quotes, Create Graphics, etc.

Step #2: ESTIMATED TIME - Estimate the amount of time you think each action step will take

Step #3: ADJUSTED TIME – Often we underestimate the amount of time an action step will take. To counteract this – use a multiplier. If you have completed the task before, multiple your estimated time by 1.5. (For example, if you think a task will take 20 minutes – adjust the time to 30 minutes. $20 \times 1.5 = 30$) If you have not completed the task previously, use a multiplier of 3. (For example, the same 20 minute task would be adjusted to 60 minutes. $20 \times 3 = 60$.)

Step #4: SUPPLIES – List the supplies needed to complete the action step. If you need to purchase supplies, make sure this task is included in your action steps.

Step #5: PERSON RESPONSIBLE – Assign a person to complete the task. NOTE: Not every task needs to be completed by YOU!

Step #6: REWARD - What is your reward for completing the action step? Not every action step needs a reward, however, be strategic here. If you anticipate a struggle completing a step – factor in a reward!

Step #7: NUMBER YOUR STEPS - Place a 1 next to your first action step, a 2 next to your second action step, etc.

Step #8: ESTIMATED DATES – Decide on target start dates for each step. Put these target dates into your calendar.

Step #9: RESOURCES – What are the resources you have available to you?

Step #10: SUCCESS – Define success. What will a successful project look like? Is it completed? Is it started so someone else can finish? Is it perfect? Is it done?

Step #11: HELP – How will you know if you need to bring in some support or help?

Click here to schedule a 30-minute complimentary call to receive your own customized strategies!



You deserve the opportunity to live the life of your dreams feeling in control, relaxed, and productive. You can achieve more without working more! – Lisa Crilley Mallis, Capacity Coach