

## START HERE

Project/Task:

Start Date:

Due Date:

NO

Are you making progress?

YES

### RECOGNIZING EXCUSES

What activities / tasks are you doing instead?

What feelings or factors are preventing your progress?

How can you make this project/task more manageable?

What's the next step(s) you can take to get started or get back on track?

### KEEP GOING

What does progress look like?

What roadblocks or points of confusion may slow or stall your progress?

What is your end goal? How will you know you are done?