Assignment Action Plan

Name of assignment:

Couse:

Due date:

Estimate time needed (hours/days/weeks):

Action #1
Work session(s):
Target completion date:

Notes:

Action #2
Work session(s):
Target completion date:

Notes:

Action #3
Work session(s):
Target completion date:

Notes:

Action #4
Work session(s):
Target completion date:

Notes:

Action #5
Work session(s):
Target completion date:

Notes:

Final Check
- Added all tasks to a calendar or planner.
- Reviewed workload for conflicts.