May

What is your "Ultimate Deadline"?

Project 1	Due Date
Project 2	Due Date
Project 3	Due Date
Project 4	Due Date
Project 5	Due Date
Project 6	Due Date

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Steps to set Deliverable Dates

May

1. Tasks to Complete / 2. Who is going to complete the tasks?/ 3. Estimated Time to Complete

1.	2.	3.

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Steps to set Deliverable Dates

May

4. Create a schedule including upcoming projects and tasks by using the Plan Ahead Section and Time Analysis/Detailed Weekly View sections in your planner to do this! Refer to these pages as you progress throughout the year to check off completed tasks.

5. Establish check-in and completion dates for tasks to ensure you are on target to meet your "Ultimate Deadline".

Tasks	Check-In Dates

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Steps to set Deliverable Dates

Tasks	May Check-In Dates

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