

Simple Project Plan Template

What result do I desire?

What actions do I need to do to achieve that result?

Does it matter in which order I complete the steps? Yes/No

If yes, number the preceding actions in priority order or at least group them together so that you have a rough sense of the progression.

Write a rough estimate of the completion time beside each of the preceding action steps.

Put time in your schedule to move forward on the action steps. Or if you have a fixed deadline that you need to meet, block in time for all the activities between now and the deadline so that you know how to pace yourself.