You can use this sheet (or something like it) to organize your tasks for the week. This is a good place to see all of the tasks you have to complete and evaluate their priority, and then schedule your tasks accordingly.

## **Getting Organized for Tasks**

Week of:	
VVCCIC OI.	

Assignment	Due Date	Estimated Time Needed	Materials Needed	Goal Completion Date	Level of Priority

Additional Notes:		