



Worksheet #1: Part 2- “Project Outlines and Study Planners- Enhancing Organization and Executive Functioning Skills” ~S2E2

Overview

This worksheet will help you break down a large project or study plan into manageable parts using AI tools like Notion, Google Keep, and Todoist. Follow the steps below to get organized, stay on track, and make the most of your project time!

Part 2: Breaking Down Tasks in Todoist or Google Keep

1. Set Up Your Tasks

- Open Todoist or Google Keep and create tasks based on your Notion outline.
- Break down larger sections into smaller tasks. For example, “Research for Report” can be broken into:
 - Research animals on the endangered species list
 - Write notes on chosen species
 - Organize research in categories
- **Task List:**
 - Task 1: _____
 - Task 2: _____
 - Task 3: _____
 - Task 4: _____



2. **Set Reminders and Deadlines**

- Assign deadlines for each task, leading up to your final project due date.
- Set reminders to help you stay on track.

3. **Reflection Questions**

- How does breaking down tasks make the project feel more manageable?
- Which tasks do you think will take the most time?