



List major goal:

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**Day 1
Monday**

**Day 2
Tuesday**

**Day 3
Wednesday**

**Day 4
Thursday**

**Day 5
Friday**

**Day 6
Saturday**

**Day 7
Sunday**

Task-Based Master Schedule



A task-based master schedule enables you to keep track of one or more assignments or goals over an extended period of time.

Across the top of the task-based master schedule, instead of the days of the week, list the major goals you hope to accomplish or the assignments you plan to complete. Deadlines for goals may be written down the left hand side where the hours of the day would normally be written in a standard master schedule.

Now divide up each goal or long-term assignment into manageable sub-goals. List these in a column beneath the task they refer to.

Deadlines for subgoals – date:	Master Bath	Kitchen	Homeschool area
Complete by:	Organize linen closet	Organize Upper cabinets	Organize book shelves
	Clean grout	Organize Lower cabinets	
	Clean tile in shower and tub	Wipe Cabinet doors inside and out	Paint cabinet
	Clean and seal floors	Organize Drawers	
		Clean Fridge shelves and drawers	Set up work boxes
		Oven	
		Clean out defrost freezer	

A Task-Based Master Schedule

For example, if you're been assigned a research paper, you may arrive at the following sub-goals:

1. Do preliminary research, choose a topic, plan an outline, conduct the research, complete the first draft, and revise first draft.
2. As you reach each milestone on the way to completing your assignment, cross it off your schedule.

As you do, you provide yourself with visual evidence and positive feedback of the progress you have made.

The Task-Based Principle of Ivy Lee

Use the Ivy Lee Principle in you academic scheduling to get things done.

The Task-Based Principle of Ivy Lee:

1. Every *evening* write down the 6 most important tasks for the next day in order of priority.
2. Every *morning* start working on Task # 1 and continue until you finish it; then start on Task # 2, and so on. Do this until quitting time and do not be concerned if you have finished only 1 or 2 tasks.
3. At the end of each day, tear up the list and start over.

By using good judgment, you can allot the bulk of your time to getting top priority tasks done yet be mindful not to ignore other tasks with due dates.

The Pareto Principle: states that the truly important items in any given group constitute only a small number of the total items in the group.

The Pareto Principle is also known as the *80/20 rule*.

A Things-to-Do List

To be successful, you need a sense of urgency about referring to your list and studying whenever an opportunity presents itself. Then cross off the tasks as you complete them.

In any list of things to do, 80 percent of the importance resides in 20 percent of the list. In a list of ten items, 80 percent of the list's value lies in two items, which constitute 20 percent of the list.

In your list of things to do always put the most important items first. Then, if you accomplish only the few items, you will have accomplished the most important tasks on the list.

Keep the Pareto Principle in mind whenever you make a list or a schedule or must decide which subject to study first. Apply the principle by listing first things first.

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| <ol style="list-style-type: none">1. Master Bath
- tile/grout clean all2. Kitchen
- organize cabinets3. Accounting – taxes organized <hr/> <p>Bread - 2</p> <p>Eggs - 1 doz.</p> <p>Butter - 1 lb.</p> |
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Things-to-Do List Example



Philippians 4: 13 "I can do all things through Christ, who gives me strength."

