CONFERENCE PROJECT TO DO/TASK LIST

Week Of:
Goals for this Month:
   1.
   2.
Instructions:
This worksheet is designed to help you prioritize your conference project tasks on a weekly and monthly basis. First, establish your overall goals for the month for this project. Consult with your faculty as needed. Second, with your syllabi and calendar as a guide, use this worksheet to delineate top priorities and essential tasks for the upcoming week. Once you've established the ideal deadlines for completing each task you can also transfer these deadlines to your calendar or a "to do" list app.

Conference Top Priorities	Completion Date
Conference Secondary Priorities	**Completion Date**
Conference Lesser Priorities	**Completion Date**
Additional Reminders	**Completion Date**