## Cheatsheet for Getting It Done: Project Management Chart

Project Title								
Overall Goal	Due Date							
Vision and Motivations—What is my dream outcome? Is there a rubric?								
Major Milestones	Target Dates	Bite-size Tasks	Resources	Accountability				
My ideal workspac	e would look li	ke I work best	when					

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## Cheatsheet for Getting It Done: Daily Schedule

	Daily Schedule
8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	
6:30	
7:00	
7:30	

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# Cheatsheet for Getting It Done: Weekly Calendar

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

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#### Cheatsheet for Getting It Done: Monthly Calendar

			MON
			TUE
			WED
			THU
			FRI
			SAT
			SUN

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