



Homework Management Tool

Deadline:

- 1=long-term
- 2=short term
- 3=immediate

Payoff:

- 1=low recognition/impact/visibility
- 2=moderate recognition/impact/visibility
- 3=high recognition/impact/visibility

Instructions:

1. Begin by completing your Homework Management Tool (HMT)
 - a. In the HOMEWORK – ASSIGNMENT - PROJECT AND ACTION ITEMS column write each of your major projects.
 - b. Under each project list the action items necessary to complete that project.
 - c. Completely fill out your HMT; continue and add all of your projects and required tasks to complete those projects.
 - d. Add your deadline qualifier (above) for each project.
 - e. Add your PAYOFF qualifier (above) for each project.
 - f. Tally the SCORE for each project.
 - g. RANK each project.
2. Work on the highest ranking project first.
3. At the end of each day, plan your work for the next day by creating a to-do list. Your to-do list comes from the action items listed under each project.

P#	HOMEWORK – ASSIGNMENT - PROJECT AND ACTION ITEMS	Deadline	+	Payoff	=	Score	Rank

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Daily To-Do List

P#	Action Item	Notes

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