



PROJECT ORGANIZER

PLAN IT. WORK ON IT. FINISH STRONG!

Good planning today, great result tomorrow!



ABOUT MY PROJECT

Project Title: _____

Subject: _____

Teacher: _____

Due Date: _____

What is this project about?



MY GOAL

My goal for this project is to:



I can do this!
I will do my best!



I WILL NEED

Things I will need:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____



MY TEAM

People who can help me:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____



MY TASK PLAN

Break my project into small steps and track my progress.

TASK / STEP	WHAT I NEED TO DO	RESOURCES / NOTES	START DATE	DUE DATE	STATUS	DONE
1					Not Started ☐ In Progress ☐ Done ☐	☐
2					Not Started ☐ In Progress ☐ Done ☐	☐
3					Not Started ☐ In Progress ☐ Done ☐	☐
4					Not Started ☐ In Progress ☐ Done ☐	☐
5					Not Started ☐ In Progress ☐ Done ☐	☐
6					Not Started ☐ In Progress ☐ Done ☐	☐
7					Not Started ☐ In Progress ☐ Done ☐	☐
8					Not Started ☐ In Progress ☐ Done ☐	☐



PROJECT TIMELINE

Start Date: _____

Milestone 1: _____

Date: _____

Milestone 2: _____

Date: _____

Milestone 3: _____

Date: _____

Final Due Date: _____



PROGRESS TRACKER

How is my project going?



What went well?

What can I improve?



RESOURCES

Resources I can use:

- Books / Articles _____
- Websites _____
- Videos _____
- People / Experts _____
- Materials / Tools _____
- Other _____



NOTES & IDEAS

Write down your ideas, thoughts, or important notes.



CHALLENGES & SOLUTIONS

What might be difficult?

- _____
- _____
- _____

How can I solve them?

- _____
- _____
- _____



FINAL CHECKLIST

Before I finish, I will check:

- ☐ I followed all the steps.
- ☐ My work is accurate and complete.
- ☐ I did my best and used my time well.
- ☐ I have all the materials I need.
- ☐ I am ready to present my project!



I'm ready to present my amazing project!



REMEMBER



Manage your time.



Stay organized.



Focus on your goal.



Don't give up!



Be proud of your work!



You've got this!

