












“The single  
best way to deal with a  
job that is daunting,  
unpleasant, or – simply,  
just has to be done – is to

## **SMASH THE TASK**






















break it into its smaller bits and pieces  
and then tackle them...

**one by one.”**

— Gail Epstein Mengel, Ph.D.

MONDAY	SUBJECT ✓	FINDER	ASSIGNMENT	DUE
	MATH	<input type="checkbox"/>	  	
8:00				
SCIENCE	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
HISTORY/ SOC. STUDIES	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
ENGLISH/ LANG. ARTS	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
LONG TERM ASSIGNMENT	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
OTHER THINGS TO REMEMBER	<input type="checkbox"/>		X _____	

TUESDAY	SUBJECT ✓	FINDER	ASSIGNMENT	DUE
	MATH	<input type="checkbox"/>	  	
8:00				
SCIENCE	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
HISTORY/ SOC. STUDIES	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
ENGLISH/ LANG. ARTS	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
LONG TERM ASSIGNMENT	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
OTHER THINGS TO REMEMBER	<input type="checkbox"/>		X _____	

WEDNESDAY	SUBJECT ✓	FINDER	ASSIGNMENT	DUE
	MATH	<input type="checkbox"/>	  	
8:00				
SCIENCE	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
HISTORY/ SOC. STUDIES	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
ENGLISH/ LANG. ARTS	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
LONG TERM ASSIGNMENT	<input type="checkbox"/>	  		<input type="checkbox"/>
8:00				
OTHER THINGS TO REMEMBER	<input type="checkbox"/>		X _____	

	SUBJECT ✓ 	FINDER	ASSIGNMENT	DUE
THURSDAY	MATH	<input type="checkbox"/>	  	<input type="checkbox"/>
	8:88			
	SCIENCE	<input type="checkbox"/>	  	<input type="checkbox"/>
	8:88			
	HISTORY/ SOC. STUDIES	<input type="checkbox"/>	  	<input type="checkbox"/>
	8:88			
	ENGLISH/ LANG. ARTS	<input type="checkbox"/>	  	<input type="checkbox"/>
8:88				
	<input type="checkbox"/>	  	<input type="checkbox"/>	
8:88				
	<input type="checkbox"/>	  	<input type="checkbox"/>	
8:88				
LONG TERM ASSIGNMENT	<input type="checkbox"/>	  	<input type="checkbox"/>	
8:88				
OTHER THINGS TO REMEMBER 		<input type="checkbox"/>		






NEXT

FRIDAY	MATH	<input type="checkbox"/>	  	<input type="checkbox"/>
	8:88			
	SCIENCE	<input type="checkbox"/>	  	<input type="checkbox"/>
	8:88			
	HISTORY/ SOC. STUDIES	<input type="checkbox"/>	  	<input type="checkbox"/>
	8:88			
	ENGLISH/ LANG. ARTS	<input type="checkbox"/>	  	<input type="checkbox"/>
8:88				
	<input type="checkbox"/>	  	<input type="checkbox"/>	
8:88				
	<input type="checkbox"/>	  	<input type="checkbox"/>	
8:88				
LONG TERM ASSIGNMENT	<input type="checkbox"/>	  	<input type="checkbox"/>	
8:88				
OTHER THINGS TO REMEMBER 		<input type="checkbox"/>		

SAMPLE

## 7 DAY FORECAST

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
SCHOOL						
DURING SCHOOL						
AFTER SCHOOL						
EVENING						
BEFORE BED						
Homework	READY TO GO <input type="checkbox"/>	READY TO GO <input type="checkbox"/>	READY TO GO <input type="checkbox"/>	READY TO GO <input type="checkbox"/>	READY TO GO <input type="checkbox"/>	