2. The tropical vacation scenario (or one like it) works great for short-term projects. For longer-term ones, set deadlines and subdeadlines for every task and activity on your to-do list. Use the chart to organize your time for some longer-term goals.

Goal 1:
Deadline:

Task 1:
Subdeadline:

Task 2:
Subdeadline:

Task 3:
Subdeadline:
Goal 2:
Deadline:

Task 1:
Subdeadline:

Task 2:
Subdeadline:

Task 3:
Subdeadline: