

3D Task Tracker

Do, Doing, Done!

Directions: Make a list of all the tasks you need to complete. List your “to do” tasks in the green “Do” column. Decide the order you should complete these tasks and arrange them from most important to least important. Move your first task over to the yellow “Doing” column and begin work on it. Once complete, move that task to the red “Done” column. Use this tracker to help you stay on pace to complete each task. Once all your tasks are in the red column, you are done!!

Do.	Doing.	Done!
Type Task Here		
Type Task Here		
Type Task Here		
Type Task Here		

Reflection: Did you prioritize tasks effectively? How could you manage your tasks and work differently?