



# Task planner



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**Goal:** What do I want to achieve?

**Plan:** How am I going to complete the task?

**Do:**

Steps I need to take:



1

2

3

4

5

6

Things I need such as equipment or information:



1

2

3

4

**Review:** Did I achieve my goal?

Yes  No

What problems did I have with the task?

How did I overcome any problems?

What things went well with the task?

What things did not go so well?

What will I do differently next time?



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