

## ***Sample Project To-Do List***

Project Overview: <i>Psychology Term Paper</i>	
Step: <i>Find a Topic</i>	
	Tasks: <ul style="list-style-type: none"> <li><input type="checkbox"/> <u><i>talk to the professor</i></u></li> <li><input type="checkbox"/> <u><i>check my textbook</i></u></li> <li><input type="checkbox"/> <u><i>peruse the available books and journals at the library</i></u></li> </ul>
Step: <i>Locate Research Materials</i>	
	Tasks: <ul style="list-style-type: none"> <li><input type="checkbox"/> <u><i>use library databases to locate articles</i></u></li> <li><input type="checkbox"/> <u><i>check online databases</i></u></li> <li><input type="checkbox"/> <u><i>get articles (download, copy, order from interlibrary loan)</i></u></li> </ul>
Step: <i>Research Paper</i>	
	Tasks: <ul style="list-style-type: none"> <li><input type="checkbox"/> <u><i>read articles, taking notes as I go</i></u></li> <li><input type="checkbox"/> <u><i>determine if I need additional references</i></u></li> <li><input type="checkbox"/> <u><i>piece together an outline of my paper based on my notes</i></u></li> </ul>

**\*\*\*\*Add as many additional pages as needed to capture all of the steps in your project**