

Sample Project To-Do List

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

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