Task Analysis Worksheet

# Instructions: How to Use This Task Analysis Worksheet

This worksheet helps you break down large assignments, projects, or academic tasks into smaller, manageable steps. It also supports follow-through by tracking what’s completed and what still needs attention.

## Step-by-Step:

1. Write your task (e.g., "Psych essay," "Calculus assignment," "Midterm Study Plan") and the due date at the top.
2. In the “What is the Step?” column, list each action you need to complete to finish the task (e.g., "Find 3 sources," "Draft thesis," "Solve problem set 1").
3. As you complete each step, check “Yes” under the Completed column. If not done, check “No.”
4. At the end of your study session or day, transfer any unfinished steps into the second chart. This gives you a fresh task list for tomorrow so nothing gets missed or forgotten.
5. Use one sheet per task or assignment, especially for longer-term projects or exams that require multi-day planning.

Tip: Combine this worksheet with a planner or calendar to schedule each step across your available study blocks.

Breaking Down the Task

Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| STEPS  | WHAT IS THE STEP?  | COMPLETED Yes/No  |
| **Step 1**  |   |   |
| **Step 2**  |   |   |
| **Step 3**  |   |   |
| **Step 4**  |   |   |
| **Step 5**  |   |   |
| **Step 6**  |   |   |
| **Step 7**  |   |   |

# If there are steps above you did not complete, carry these steps to the chart below, so you have a fresh task list ready to go for the next day.

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|  |  |  |
| --- | --- | --- |
| STEPS  | WHAT IS THE STEP?  | COMPLETED Yes/No  |
| **Step 1**  |   |   |
| **Step 2**  |   |   |
| **Step 3**  |   |   |
| **Step 4**  |   |   |
| **Step 5**  |   |   |
| **Step 6**  |   |   |
| **Step 7**  |   |   |

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