Artifact 6

My last and final artifact is the task management checklist. The assignment is a checklist that shows your tasks that you have to complete in that week. When I receive one I usually just put my school work that I need to complete for the upcoming week. It includes all my classes, with homework and quizzes coming up. The task management checklist also includes a five day week based on your personal schedule and how you are going fit your school work into your schedule. It also has a space to put roughly how long each assignment will take you to complete. By using a task management checklist it will help you on focusing on getting your tasks done. It will also help you breaking large assignments into smaller ones. The task management checklist helped me a great deal, because it organized my week and what I need to get done by a certain time or that assignment will be late and maybe not credit by some instructors. I didn’t really use the LTL book for my task management checklist, because I just used the paper given filled it out and looked off it on what I need to accomplish for that day. I feel pretty good about this artifact and believe I have a good idea of what a good task management checklist looks like. It helped me to organize my upcoming week and what school work needs to be completed so I stay with the class and don’t fall behind.