

## Timeline Tasking Worksheet

Breaking tasks down is the key to getting things done without feeling overwhelmed. Big projects can feel daunting, but by dividing them into smaller, manageable steps, you create a clear path forward.

This step-by-step guide is designed to help you stay organised, focused, and confident as you tackle your goals. Whether you're managing a complex project or a day-to-day to-do list, this worksheet will reduce stress and make even the biggest challenges feel achievable. Perfect for those with ADHD or anyone looking for a smarter way to manage their time.

Refer to the attached worked example for extra guidance and inspiration.

### Step 1: Break the Task Down

Goal: Divide your project into smaller, more manageable subtasks.

- Break your task down into smaller pieces and enter the subtasks in this table

Overall Task:	
Subtask 1	
Subtask 2	
Subtask 3	
Subtask 4	
Subtask 5	
Subtask 6	
Subtask 7	
Subtask 8	
Subtask 9	
Subtask 10	

### Helpful Questions:

- What's the very first thing I need to do to start?
- What smaller steps make up this task?
- Can I group similar actions together?
- Can I simplify the task?



## Timeline Tasking Worksheet

### Step 3: Determine the order to carry out the tasks

**Goal:** Determine the order in which subtasks need to be done.

- Write the task order in the 'Order' column based on dependencies.

#### How to Plan the Sequence

- **Start with Dependencies**

Look at each task and ask, "**What needs to happen before this?**" For example, you can't send invitations until the venue is booked.

- **Assign Numbers**

Write a number in the **Order** column for each task, starting with the ones that need to be done first. Tasks that depend on others should follow them in the sequence.

- **Follow the Flow**

Use this guiding question: "What's the next logical step after this task?"

- **Consider Timing**

If two tasks can be done at the same time, give them the same number and note that they can overlap.

Sub Task	Order

**Tip:** If you're stuck, draw a quick flowchart to see what needs to happen first

## Timeline Tasking Worksheet

### Step 4: Plot the Timeline

- Space out your tasks across the time available, **starting at the Deadline** and working backwards until “now” and breaking the time up into suitable units (e.g. days)
- Add start/finish times to each task based on your time estimations
- **Make sure to not overstretch yourself** and leave time for rest

Deadline:	Task	Start Time	End Time
Now:			

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## Bonus Tips for Success

- Transfer the schedule to your calendar: if you use one
- Review Regularly: Check your progress daily and adjust the timeline as needed.
- Stay Flexible: Life happens. Be prepared to move tasks around if necessary.
- Reward Yourself: Celebrate small wins to stay motivated.

Start your "Timeline Tasking" journey today and turn overwhelming projects into achievable plans!

**Use this space for your own notes**

## Timeline Tasking Worksheet

### Worked Example – Planning a Children’s Birthday Party

#### Step 1: Break the Task Down

Goal: Divide your project into smaller, more manageable subtasks.

Overall Task	Planning Children’s Birthday Party
Sub Task 1	Decide on a theme
Sub Task 2	Create a guest list
Sub Task 3	Book a venue
Sub Task 4	Send invitations
Sub Task 5	Plan the menu
Sub Task 6	Order or bake a cake
Sub Task 7	Arrange decorations
Sub Task 8	Plan games and activities
Sub Task 9	Shop for supplies
Sub Task 10	Set up the venue

#### Step 2: Estimate Time for Each Subtask

**Goal:** Understand how long each subtask will take.

Overall Task	Time Needed
Decide on a theme	30min
Create a guest list	20min
Book a venue	60min
Send invitations	45min
Plan the menu	60min
Order or bake a cake	120min
Arrange decorations	60min
Plan games and activities	90min
Shop for supplies	120min
Set up the venue	120min

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### Step 3: Determine the order to carry out the tasks

**Goal:** Determine the order in which subtasks need to be done.

Sub Task	Order
Decide on a theme	1
Create a guest list	2
Book a venue	3
Send invitations	4
Plan the menu	5
Order or bake a cake	6
Arrange decorations	7
Plan games and activities	8
Shop for supplies	9
Set up the venue	10

### Step 4: Plot the Timeline

Deadline:	Task	Start Time	End Time
Friday 3.00 PM			
Friday	Set up the venue	1.00PM	3.00 PM
	Shop for supplies	10.00 AM	12.00 PM
Thursday	Plan games and activities	1.00 PM	2.30PM
	Arrange decorations	11.00 AM	12.00 PM
Wednesday	Order or bake a cake	1.30 PM	3.30 PM
	Plan the menu	10.00 AM	11.00 AM
Tuesday	Send invitations	12.00 PM	12.45 PM
	Book a venue	10.00 AM	11.00 AM
Monday	Create a guest list	1.00 PM	1.20 PM
	Decide on a theme	10.30 AM	11.00 AM
<b>Now:</b> Monday 7.00 AM			