

## Self-Instruction for Organizing and Analyzing the Tasks for an Assignment

Rafoth, M.A., Leal, L., & DeFabo, L. (1993). Strategies for learning and remembering: Study skills across the curriculum. Washington, DC: NEA Professional Library.

This study skills strategy utilizes a procedure called "task analysis." *Task analysis* is the process of taking a large task or assignment and breaking it into subcomponent or smaller tasks, and estimating task completion time for each subcomponent. The task analysis is used to help students organize their assignments and time necessary to complete them.

### Question list for organizing and analyzing an assignment

- \_ What is the assignment?
- \_ When is it due?
- \_ What must be done to complete the task?
- \_ What is the sequence of steps that must be done?
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
- \_ How much time do I estimate is needed to complete each step?
- \_ What can I do to prevent anything from keeping me from doing the task?
- \_ What will my daily goals be?
- \_ How will I ensure that I will follow through with my goals?
- \_ How will I reward myself for meeting my goals?