In the Task Management Plan, you will prepare a plan for completing **all** of your assignments due this semester from all courses in which you are enrolled. The attached calendar templates have this information already completed for CEP 199 and can be used to complete this assignment.

If you have some other type of calendar or format for managing your academic tasks, you may use that, as well as long as you include **all** assignments from **all** classes. The main purpose of this assignment is to balance effort across all courses over the semester and develop a realistic timeline for completing all assignments on time.

The completed Task Management Plan must be uploaded to the Task Management Plan page of the course ePortfolio. If you used the attached calendar pages, you can print them to pdf and upload these on your task management plan page in the ePortfolio. If you are using some other method to manage your tasks, you can create pdf versions or take pictures to upload to your ePortfolio.

The ePortfolio page itself should be customized to reflect and reinforce the Task Management Plan. Once completed, the Task Management Page will be submitted in Digication.

**Due Date:** Sunday, February 3, 11:59 p.m.

Scoring Rubric:

