

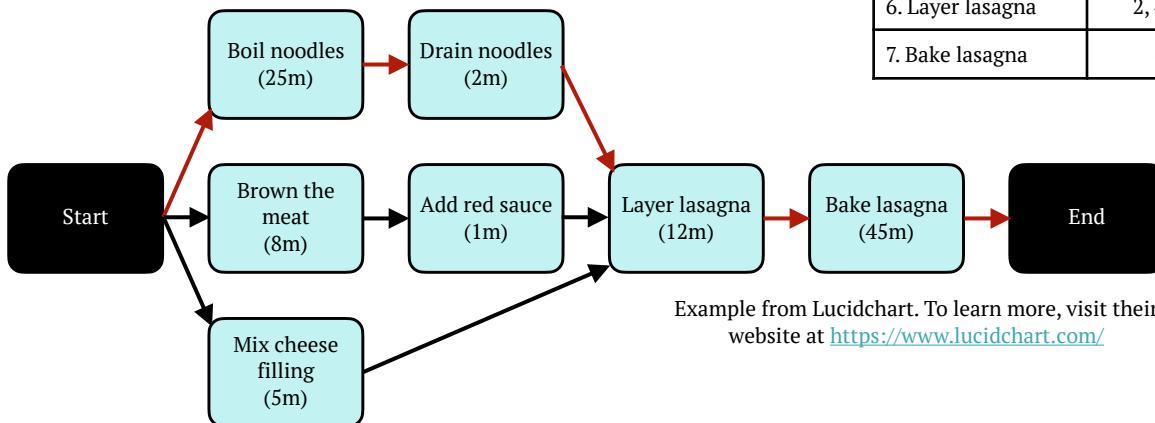
Schedule planning

Getting things done requires more than just a strong will and a goal-oriented mindset. Each plan contains important details that need to be organized and sequenced out. Fortunately, schedule planning does not have to be difficult (PMI, 2023). The following process can help.



List out each step of the process that will help you reach your goal. Estimate how long each step will be. Then, identify which steps have to be done before the next step can be started (these are called “predecessors”). From this table, you can make a flowchart like the one below. The red arrows are the “critical path”. If they are late getting started, the whole timeline will be late.

Task	Predecessors	Time
1. Boil noodles	-	25m
2. Drain noodles	1	2m
3. Brown the meat	-	8m
4. Add red sauce	3	1m
5. Mix cheese filling	-	5m
6. Layer lasagna	2, 4, 5	12m
7. Bake lasagna	6	45m



Example from Lucidchart. To learn more, visit their website at <https://www.lucidchart.com/>

When you are done, you can organize your schedule into a visual timeline called a Gantt chart. This will help you see how the whole schedule hangs together.

