**PUTTING IT ALL TOGETHER:**

First: Gather your Materials

* Don’t know where to start?
	+ Annual Budget, Grant Contracts, TX CASA Standards
* Include the people who will be responsible for items on the list in the planning phase whenever possible

Second: Organize tasks by Due Date / Month to be Completed

* List tasks / projects by month one item at a time
* Back up and put reminders a month early on big tasks
* Split up big projects into smaller chunks

Third: Assign tasks to Individuals

* Who is responsible for each task? When is it due, and to whom?
* If new tasks, what makes logical sense (given job descriptions / skill sets)

Fourth: Make lists available to those who need them

* Individuals keep own copy and edit as needed
* Use last year’s list to populate next year’s