



## Home Project Planner Checklist

### Define the scope of your project - what are you trying to achieve?

- Determine the goals for your project, including energy efficiency, updates, and aesthetic redesigns.
- Consider all elements that need to come together, such as construction materials, electrical and plumbing systems, and if it's a long-term abode or starter home.

### Break down your project into smaller tasks to complete.

- Make a list of priorities for your home projects, including season and upcoming events.
- Focus on completing single elements one at a time to avoid becoming overwhelmed.
- Create a timeline for each task, including when you will start and finish each one.
- Establish timeframes for each task and break down the projects into smaller steps.
- Assign deadlines to keep you focused and add flexibility for any unplanned events.

### Assign each task to a specific family member, friend, or yourself.

- Assign tasks to optimize efficiency and encourage unity.
- Friends can help with specific projects in exchange for a meal or other such trade.

### Make sure you have all the resources you need before starting your project.

- Consider everything, from supplies to time and knowledge.
- Contact experts to help you find specialty materials and save money.

### Track your progress and revise your plan as needed.

- Take inventory of project goals, short-term and long-term.
- Track progress and adjust plan if a certain approach is not working.
- Pack margin into any house project schedule with an extra 2 weeks after the anticipated completion date.