

Personal Project Planning Template

Use this template for a hobby build, restoration, creative project, home improvement, garden plan, or other finite personal outcome. It works on paper without Turnboards; copy the useful actions into a board only when a mobile list would help.

PRINTABLE WORKSHEET

Project and outcome

- ☐ Project name: _____
- ☐ Finished outcome: _____
- ☐ Definition of done: _____
- ☐ Why I want to do it: _____

Resources and constraints

- ☐ Materials or parts: _____
- ☐ Tools, skills, or help: _____
- ☐ Questions to answer: _____
- ☐ Current blocker: _____

Backlog and next actions

- ☐ Possible steps and ideas: _____
- ☐ Next action 1: _____
- ☐ Next action 2: _____
- ☐ Next action 3: _____

Progress and restart note

- ☐ Completed work: _____
- ☐ What I learned or changed: _____
- ☐ Work returning to Backlog: _____
- ☐ When I return, start with: _____

Customize this worksheet for the actual project. It is a lightweight planning aid, not a budget, schedule, design record, or specialized project-management document.