# 🎉 Plan the Perfect Party! – A Time Management Challenge

To help you begin thinking like an Extended Project student by practising organisation, critical thinking, and planning skills.

## 📋 Part 1: What Needs Doing? (Task Breakdown)

List everything that needs to be planned or organised. Consider categories like:
- Venue
- Food & Drink
- Music / Entertainment
- Invitations / Promotion
- Theme / Decoration
- Health & Safety
- Permissions / Budget Approval

Sketch it out (by hand or word processed) in the format below:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Subtasks | Deadline | Notes |
| *Eg. Book a venue* | *Research 3 venues, compare costs, check availability* | *Week 1* | *Must be local and accessible* |

## 🧠 Part 2: Prioritising Your Time

Sort tasks into “Urgent”, “Important”, “Can Wait”. Again, sketch it out (by hand or word processed) in the format below:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Urgent | Important | Can Wait |
| Book DJ | ✅ | ✅ | ❌ |

## 📆 Part 3: Create a Timeline (Gantt Chart Style)

Draw or digitally create a 4-week plan showing when you’ll complete each task.
Tip: Some tasks need to happen before others (e.g. book a venue before sending invitations).

## 🔁 Part 4: Reflection (Mini-Evaluation)

Answer these questions:
1. What task would you tackle first, and why?
2. Which part of this plan do you think is most likely to go wrong? How would you deal with that?
3. What skills did you use to complete this challenge?

**Submit all 4 parts in your first EPQ lesson.**