

Working Memory Quick Reference Project Template

🌟 Instructions (include at the top of the printable or digital version)

Use this page as an external memory aid during multi-step tasks or complex activities. It helps you keep key information visible, so you don't have to rely on holding everything in your head.

- ✓ Fill out before or during a task.
- ✓ Refer back anytime you feel stuck or lose track.

Tip: Post this near your workspace or keep copies handy.

🌟 What This Template Achieves

- ✓ Supports working memory by externalizing key info
- ✓ Reduces task overwhelm
- ✓ Builds confidence in managing complex tasks

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Task / Project:

♦ Key Steps to Remember

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Important Notes or Reminders

(e.g., deadlines, key details, materials needed)

 **Estimated Total Time:** _____

(optional, for building time awareness)

Checkpoints

- ☐ Halfway review: *Am I on track?*
- ☐ Final review: *Did I complete all steps?*

👉 *Pair this with our Micro-Task Checklist or Time Sprint Planner for extra support.*

👉 *Use during multi-step processes like cooking, work tasks, or projects.*