SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

An Autonomous Institution

Accredited by NAAC – UGC with 'A' Grade

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATASCIENCE

COURSE NAME : 23ENT101 ENGLISH FOR ENGINEERS

I YEAR / II SEMESTER

UNIT II: PREPARING CHECKLIST

WHAT IS A CHECKLIST?

Checklist is a list of items or tasks to be completed. It helps in organizing, prioritizing, and ensuring all necessary steps are taken.

Purpose of a Checklist:

- Increases productivity and focus.

- Reduces errors by providing a clear path to follow.

- Essential for thorough and efficient task management.

CHECKLIST

The checklist ensures the systematic process of activities. It is essential to prepare a checklist before an individual attempts to perform certain tasks without a hitch. It will ensure that everything is done properly to complete the assigned task successfully.

STEPS IN PREPARING A CHECKLIST

1. Identify Goals

Clearly define what you want to accomplish.

2. Break Down Tasks

Divide the goal into manageable steps.

3. Prioritize Tasks

Order tasks by importance and urgency.

4. Set Deadlines

Assign due dates to keep on track.

5. Use Actionable Language

Write each item with verbs, e.g., "Complete report," "Schedule meeting."

6. Review and Refine

Go through the checklist for completeness and adjust if needed.

TOOLS FOR CREATING CHECKLISTS

Digital Tools: Microsoft To-Do, Trello, Asana, Google Keep

Paper-Based: Notebooks, planners, sticky notes

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ACTIVITY

- Prepare a checklist for Exam

- Prepare a checklist for Sunday Plan

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