**The MoSCoW Method**

Every so often, complete this table to help you reflect and break down your tasks into achievable tasks

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| --- | --- | --- | --- |
| **Must Do**  What MUST you do to achieve your goal | **Should Do**  What SHOULD you do right know to achieve your goal | **Could Do**  What COULD you do to go above and beyond (but is not absolutely necessary for achieving your goal or needed for the current stage of your process) | **Won’t Do**  For the sake of persistence, perseverance and your well-being, what WON’T you do |
| I must make the car function. | I should make the car fu |  |  |
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