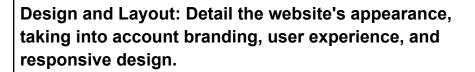**Project Objectives: Define what the website aims to achieve.**

1. Understand Your Needs: Think about why you're building the website. What is the purpose of the website? Is it to showcase your portfolio, advertise products, start a blog, or something else?

2. Define the Purpose of the Website: Clearly articulate the primary purpose of the site. This will help guide your decisions throughout the development process.

3. Set Specific Goals: Translate your purpose into Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals.

4. Prioritise Your Goals: Rank your goals based on their importance to you. This will help you focus your efforts on what matters most.

5. Document Your Objectives: Write down your finalised objectives. Even if you're the only stakeholder, having your objectives documented can help keep you focused and provide a reference for assessing your progress.

Target Audience: Identify who the website is intended for.

1. Define Your Product or Service: Understand what your website offers. Is it a product, service, or information?

2. Identify Potential Users: Think about who would be interested in what your website offers. Consider demographics such as age, gender, occupation, and location, as well as interests and behaviours.

3. Document Your Target Audience: Write down the characteristics of your target audience

Design and Layout: Detail the website's appearance, taking into account branding, user experience, and responsive design.

1. Create Wireframes: Using Excalidraw, start sketching rough layouts of your webpages. Wireframes are simple designs that outline the placement of elements on a page.

2. Add Branding Elements: Incorporate your brand's colour scheme, typography, and other elements into the wireframes.

Breaking down the week into separate days and achievable tasks

1. Understand Your Goals: Start by identifying the goals you want to achieve by the end of the week.

2. List Tasks: Write down all the tasks that need to be completed in order to achieve these goals.

3. Estimate Time: Estimate how long each task will take. Be realistic and allow some buffer time for unexpected delays.

4. Prioritise Tasks: Rank your tasks based on their importance and urgency. Consider using a method like the Eisenhower Matrix to help with this.

5. Allocate Tasks to Days: Begin to assign tasks to specific days of the week. Aim to balance the workload across days, and try to schedule more demanding tasks for when you tend to be more productive.

6. Break Down Large Tasks: If any tasks are still too large to be completed in a day, break them down into smaller, more manageable sub-tasks.

7. Review and Adjust: At the end of each day, review your progress. Adjust the next day's tasks if needed based on the progress made.

This page is intentionally left blank.