

Cutting One Task Into Pieces

Take one big task apart until the first piece is small enough to start.

WHEN TO USE THIS

Use this when something on your list is too big to know where to begin.

Write the task the way it sits in your head right now.

Now break it into steps. Each one should be a single action.

If a step needs its own plan, cut it smaller.

1.

2.

3.

4.

5.

6.

Which step is the first one? Is anything in the way of doing it today?

Which steps could somebody else do, or not get done at all?

A big task is usually five small ones standing too close together.