BREAKING A TASK DOWN INTO STEPS

Directions

Think of a problem that you need to solve or a task you need to complete. Begin by breaking it down into as many small steps as possible. Then, write down how long it will take to complete each step. Then, write down anything that will motivate you to complete that step. Lastly, check off when the step is completed.

Task

_____

_____

Step 1)_____ Completed? □

How long will it take? _____ What will motivate you? _____

Step 2)_____ Completed? □

How long will it take? _____ What will motivate you? _____

Step 3)_____ Completed? □

How long will it take? _____ What will motivate you? _____

Step 4)_____ Completed? □

How long will it take? _____ What will motivate you? _____

Step 5)_____ Completed? □

How long will it take? _____ What will motivate you? _____

Step 6)_____ Completed? □

How long will it take? _____ What will motivate you? _____

Step 7)_____ Completed? □

How long will it take? _____ What will motivate you? _____

Step 8)_____ Completed? □

How long will it take? _____ What will motivate you? _____