



BREAKING DOWN ASSIGNMENTS & TASKS

When you have larger tasks or big assignments that feel overwhelming and you are not sure where to start, it's helpful to break it down into smaller steps.

CREATE A LIST OF STEPS

Think about all of the steps you will take to complete the project, task, or assignment. Each step can be a subtask.



CONSIDER HOW LONG EACH STEP TAKE

Think about how long each step will take you to complete. If a step feels too big or overwhelming, you may need to break it down into even smaller steps.

SCHEDULE WHEN TO DO EACH SUB-TASK

Plan ahead and add these tasks in your calendar to help you be more successful in completing each step.

