## Many tasks are made up of a ton of steps. Use this checklist to break a big task into bite site chunks, OR just to remind yourself that it's overwhelming for a reason!

| Nº | STEPS | $\bigcirc$ |
|----|-------|------------|
| 1  |       |            |
| 2  |       |            |
| 3  |       |            |
| 4  |       |            |
| 5  |       |            |
| 6  |       |            |
| 7  |       |            |
| 8  |       |            |
| 9  |       |            |
| 10 |       |            |
| 11 |       |            |
| 12 |       |            |
| 13 |       |            |
| 14 |       |            |
| 15 |       |            |

| Task. |  |  |
|-------|--|--|
| 10010 |  |  |

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|----|-------|------------|
| 1  |       |            |
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| 5  |       |            |
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| 10 |       |            |
| 11 |       |            |
| 12 |       |            |
| 13 |       |            |
| 14 |       |            |
| 15 |       |            |

| Task: |  |
|-------|--|
|       |  |