


Task Management

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

No	STEPS	
1	Pick what you want to cook (weigh all the factors)	<input type="checkbox"/>
2	Find the recipe (in a cookbook or your brain)	<input type="checkbox"/>
3	Check for ingredients	<input type="checkbox"/>
4	Shopping for ingredients (another big task!)	<input type="checkbox"/>
5	Prep food, wash, chop, etc. (more complex tasks)	<input type="checkbox"/>
6	Prep oven, bbq, etc. (my oven is full of stuff)	<input type="checkbox"/>
7	Plan timing (so everything is done at same time)	<input type="checkbox"/>
8	Cook (ensure nothing is over or under done)	<input type="checkbox"/>
9	Cook (pay attention to all the steps in the recipe)	<input type="checkbox"/>
10	Cook (don't burn yourself, drop things, get overwhelmed)	<input type="checkbox"/>
11	Move the food to plates, serving bowls, etc.	<input type="checkbox"/>
12	Carry food to table	<input type="checkbox"/>
13	Ignore the mess in the kitchen (this takes effort, too)	<input type="checkbox"/>
14	Have a conversation/ be pleasant at the table	<input type="checkbox"/>
15	After dinner tasks (clean up, save leftovers, etc.)	<input type="checkbox"/>

Task: Making dinner

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1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>
6		<input type="checkbox"/>
7		<input type="checkbox"/>
8		<input type="checkbox"/>
9		<input type="checkbox"/>
10		<input type="checkbox"/>
11		<input type="checkbox"/>
12		<input type="checkbox"/>
13		<input type="checkbox"/>
14		<input type="checkbox"/>
15		<input type="checkbox"/>

Task: _____