


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	Plan timing(sauce and pasta are done at same time)	<input type="checkbox"/>
6	Brown the ground beef	<input type="checkbox"/>
7	Open jar, add sauce, stir beef and sauce	<input type="checkbox"/>
8	Bring to a simmer	<input type="checkbox"/>
9	Set a timer (don't burn sauce)	<input type="checkbox"/>
10	Fill pot with water, put on stove, set to high	<input type="checkbox"/>
11	Set timer and let water boil	<input type="checkbox"/>
12	Add pasta to water, set timer	<input type="checkbox"/>
13	Check pasta, drain pasta	<input type="checkbox"/>
14	Combine pasta and sauce	<input type="checkbox"/>
15	Serve delicious pasta	<input type="checkbox"/>

Task: Making spaghetti

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Nº	STEPS	
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: _____