# How to Break Down a Task

Working on a larger task may become overwhelming and create anxiety or stress. These 5 steps will break a large task into smaller steps to help you achieve your goal:

1. **Identify your goal:** Goals help keep you accountable, motivated, and on top of tasks.

2. **Brainstorm Tasks:** Create a list of ideas to make your goal achievable.

3. **Identify Potential Barrier:** Create a game plan just in case you run into any issues.

4. **Determine Strategies to Overcome Barriers:** Identify what will help you achieve your goal.

5. **Aquire Additional Help:** Know your resources and reach out for support if you need it.

## Example

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Identify your Goal</strong></td>
<td>I will finish my WRITING 150 paper by Friday</td>
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</tbody>
</table>
| **2. Brainstorm Tasks**                   | - Review my reading and lecture notes
                                            - Visit professor office hours for any clarification
                                            - Create an outline
                                            - Set time aside during the week to work on paper |
| **3. Identify Potential Barriers**        | - Procrastinating (i.e. getting distracted by friends)
                                            - Social media (i.e. Facebook, Twitter, Instagram)
                                            - Feeling overwhelmed |
| **4. Determine Strategies to Overcome Barriers** | - Create an action plan or to-do list
                                            - Use Pocket Points app to keep me off my phone
                                            - Take a walk outside if feeling overwhelmed |
| **5. Aquire Additional Help**             | - Ask TA or professor for help
                                            - Visit Writing Center for any additional feedback
                                            - Have a friend or classmate peer review paper |
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1. Identify your Goal

2. Brainstorm Tasks
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3. Identify Potential Barriers
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4. Determine Strategies to Overcome Barriers
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5. Acquire Additional Help
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