

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

### EXAMPLE

#### 1. Identify your Goal

I will finish my WRITING 150 paper by Friday.

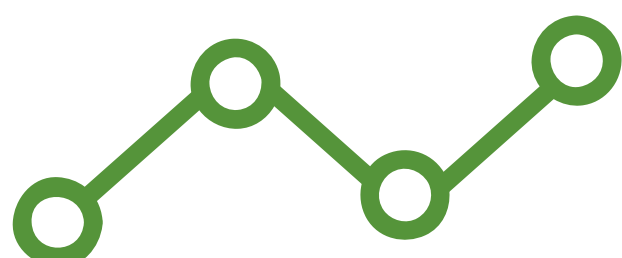


#### 2. Brainstorm Tasks

- 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. Acquire 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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## 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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