Chunk & Check

What's Wrong?

- This task is so big and overwhelming.

- This assignment is so long I don't know where to start.

- How do I complete this assignment?

How This Tool Can Help:

- Breakdown large tasks into small, manageable steps.

- Work on a task over time to decrease procrastination.

How to Use This Tool:

1. Identify/Write down the task that is making you feel overwhelmed or stressed.

2. Break down that task into smaller tasks that don't make you feel overwhelmed or stressed. To help with this, ask yourself after writing down each task, "Does this make me feel overwhelmed?" If the answer is yes, break it down until you can answer no.

3. Order the small tasks into the order that you want to work on them.

4. Estimate how long you think each task will take you to complete.

5. Using the time estimates, pick due dates for each task. Make sure you allow yourself enough time to get each one done.

6. Work on the task. Follow the order and record how long each task actually took you.

1 Identify

↳ Figure out what task or assignment is making you feel overwhelmed.

2 Breakdown the Task

↳ Ask yourself: Does this make me feel overwhelmed? If yes, break it down further. If no, continue to step 3.

3 Order Broken Down Tasks

↳ Once you have the list of all of the small tasks needed to get done, put them in order of how you want to go about working on them.

4 Estimate Time

↳ With the list of small tasks, estimate how much time you think each task will take you. If you aren't sure, do your best to give an educated guess. This will help you with the next step.

5 Assign Due Dates

↳ Using the estimated time, assignment realistic due dates for each small task. Make sure that you spread them out to give you enough time to have the whole task completed by the final due date.

Project: Clean My Room				Due Date: Friday		
Order	Task Does this make me feel overwhelmed?	Est Time	Act Time	Start Date	End Date	Done
6	Vacuum my floor	5 min		Fri	Fri	
1	Make my bed	2 min		Tue	Tue	
3	Do laundry	2 hrs		Tue	Wed	
2	Pick up clothes from the floor	5 min		Tue	Tue	
4	Put clothes away	10 min		Wed	Thur	
5	Put shoes in closet	2 min		Thur	Thur	

Project:				Due Date:		

Order	Task	Est Time	Act Time	Start Date	End Date	Done
	Does this make me feel overwhelmed?					
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____