withYouth
YOUNG PEOPLE'S Digital Wellbeing Services

Breaking Down a Goal

Having a 'big goal' with many time-consuming steps can become stressful and overwhelming. This is the type of goal that you will always 'start tomorrow' or 'next week', but those times never seem to come.

Learning to break your goals into smaller tasks will help you overcome the stress and procrastination they create.

Tips for Breaking Goals into Tasks:

- Avoid creating tasks that require longer than one hour, unless absolutely necessary.
- If you find a task is difficult to start, it might be too big. See if it can be broken down further.
- Long tasks that cannot be broken down further should be set to a time limit.
- The tasks you create are not set in stone. If a task is more difficult than expected, break it down further or spread it out over more time. If a task is easier than expected, combine it with other tasks.
- Protect the time that you schedule for tasks. Turn off your phone, go somewhere with few distractions, and set a time to keep track of how long you've been working

Goal:

Task	*How long will it take?*	*When?*	*What could make it easier?*